

KINGSBOROUGH COMMUNITY COLLEGE

2021-2022 AFFIRMATIVE ACTION PLAN

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

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A Division of the Office of the President

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This plan is available for review at:

The Office of Equal Opportunity & Diversity Management, Room V231 or visit our website.



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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. This unit is one of CUNY’s Affirmative Action Establishments.

This plan reflects requirements for implementing:

- Presidential Executive Order (EO) 11246, addressing gender and federally protected racial/ethnic groups
- The Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (VEVRAA), as amended, for protected Veterans
- Section 503 of the Rehabilitation Act of 1973, as amended, for Individuals with Disabilities.

Some aspects of this plan also reflect state and local regulations, guidelines for public entities, CUNY Board resolutions, and CUNY policy.

The employee census date is June 1, 2021. The previous reporting year was June 1, 2020 – May 31, 2021. The program year for this plan is September 1, 2021 – August 31, 2022.

We address disruptions due to the 2020-2021 COVID-19 outbreak later in this report.

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

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

OVERVIEW

Location, Degrees, Accreditation

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

Selected from a pool of more than 1,000 community colleges nationwide by the Aspen

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

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

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

Kingsborough serves approximately **19,510** students taking credit courses and another **6,000** students taking non-credit and continuing education courses.

Academic Programs: Degrees and Certificates:

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

Departmental/discipline accreditation and accrediting organization (s):

KCC is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The Commission on Accreditation in Physical Therapy Education accredits the Physical Therapist Assistant Program. All academic programs are registered by the New York State Education Department. The College is a member of the American Association of Community Colleges (AACCC), 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 excelled at NYSMATYC Mathematics League Competition:
 - Finishing in second place, KCC was one of the top four colleges with the top scoring teams
 - KCC student, Zhi Ying Liang finished 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, CYNAC Cross Country Champion, National Cross Country Individual Champion, and now National Women’s Athlete of the year.
- January 2019, The Jack Kent Cooke Foundation announced the semifinalists for its prestigious **Cooke Undergraduate Transfer Scholarship**. Through this community college transfer scholarship, the Foundation supports high-achieving community college students as they transfer to some of the top four-year institutions in the country to complete their bachelor’s degrees. Congratulations to four honor students: Aliyah Howard, Maria Gonzalez, Nicholas James, and Alvin Wu.
- February 2019, Kingsborough Community College earned *Achieving the Dream’s* newest recognition for achieving higher student outcomes and narrowing equity gaps. KCC was one of 11 community colleges and the only one in New York State to earn *Leader College of Distinction*.
- April 2019, CUNY Kingsborough Community College was recognized in an award ceremony in Washington, D.C. as one of the top community colleges nationally in the 2019 Aspen Prize for Community College Excellence. The \$1 million Aspen Prize recognizes outstanding institutions selected from an original pool of more than 1,000 community colleges nationwide.
- Kingsborough Honors Students attended CATALYST 2019, in Orlando, FL. The Xi Kappa Chapter was the winner of International Hallmarks for the New York Region.
- May 2019, three students won the David B. Silver Poetry Competition: Maria Victoria Gonzalez, Tiaura-Nala Townsley, and Ana Khutsianidze.
- June 2019, Kingsborough launched KCC Flex, to offer evening, weekend, and online classes to attract adult and non-traditional students, with some college and no degree.
- June 2019, Kingsborough celebrates 10-year partnership with AHRC New York City. AHRC NYC partnered with KCC and the NYS Office of People with Developmental Disabilities to develop an inclusive program for students with IDD.
- Three Kingsborough students win 2019 Women’s Forum Education Awards: Mina Asserrare, Donnamarie Recco, and Mariia Kaftanova. The WFEducation Fund Awards are given to high-potential women, age 35 and over, whose education and lives have been disrupted by extreme adversity.

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

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

- The Volunteer Income Tax Assistance (VITA) program at Kingsborough has completed its 4th consecutive year of ensuring students get trained and certified as income tax preparers.
- September 2020, KCC Named One of 2021 Best Community Colleges in New York.
- The Division of Workforce Development and Continuing Education was awarded a grant in the amount of \$199,785.87 for the new KCC HealthPath program. HealthPath is a healthcare career pathways program developed in response to the **NYS Workforce Development Initiative**, a part of Governor Cuomo's \$175 million initiative, which is allocating funds for targeted workforce investments to address the needs of regional industry and local workforce entities. In collaboration with Academic Affairs, Workforce Development will participate and receive a startup award of \$100,000 to launch a micro-pathway, along with hands-on support from the **Education Design Lab**.
- October 2020, KCC Alumnus, Christine Dixon and award-winning actress completed her 600th performance in the one-woman show titled "Harriet Tubman Herself."
- Garrison Redd who earned an associate degree from Kingsborough Community College, was paralyzed by a stray bullet at age 17, is pursuing his dream of becoming a paralympic powerlifter, and working hard to flourish in and outside of the gym.
- Office for College Advancement (OCA) helped secure two major grants from the United States Department of Education: a \$1,381,545 five-year grant to benefit the TriO Program, and a grant of \$144,460 for KCC's Child Development Center. OCA also received two grants for Nursing scholarships from the Ambrose Monell Foundation (\$50,000) and the Switzer Foundation (\$10,500).
- In October 2020 – Kingsborough Community College welcomes Nancy Lee Sanchez as a board trustee to its Foundation Board. Nancy started her educational journey at Kingsborough Community College (KCC), is executive director of the Kaplan Educational Foundation, where she serves as a strategic partner and advisor to the Kaplan Educational Foundation Board of Directors, and manages the Kaplan Leadership Program's rigorous recruitment, academic, advisement, leadership, and scholarship components.
- CUNY-TV featured KCC Art Professor and Director of the Photography Program Janice Mehlman in a wonderful exposé on her art and work during the pandemic at her Italian studio in Pietrasanta, Italy.
- Vanessa Richards, Class of 2020, is the Recipient of Presidential Scholarship, Victoria Loconsolo Foundation Scholarship and South Pole Scholarship.
- KCC student Jeffrey Scarlett (majoring in journalism and is a pitcher for the Wave baseball team), published first article ***Mookie Betts Adds to the Legacy of Great Black MLB Outfielders*** in the Amsterdam News.
- November 2020 – Robin Hood, New York City's largest poverty-fighting organization, has generously donated \$150,000 to Kingsborough Community College (KCC) through its Robin Hood Relief Fund to supplement the College's student emergency relief funding.
- The College received CARES funding for mental health counseling in the amount of \$248,000. The funds will be used to increase the number of hours allocated to our non-

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

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

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

awarded the prestigious Kaplan Leadership Scholarship this year. The Kaplan Leadership Program helps high-potential, low-income community college students complete their associate degrees and successfully transfer and earn a four-year bachelor's degree at the nation's most highly selective schools.

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

Mission

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

Vision:

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

Values:

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

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

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

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

CUNY posts its [policies on non-discrimination, sexual misconduct, and affirmative action](#) on its website.

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 based on disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

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

Affirmative Action Policy

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

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

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

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

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

Other Policies

It is our policy to recruit, employ, retain, promote, and provide benefits to employees and to

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

Management reaffirms its non-discrimination policies annually. **Appendix B** contains the most recent reaffirmation letter, issued September 2, 2020.

Other important policies available on CUNY's "Policies and Resources" webpage include:

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

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus [Office of Public Safety and Security](#).

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

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

The President designates personnel to manage Affirmative Action, diversity, and compliance, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator. The President ensures these personnel have authority, staffing, and other resources to fulfill their assigned responsibilities.

The President communicates commitment to equal employment opportunity, issuing an annual reaffirmation of this commitment, and issues required reports, including this Affirmative Action Plan.

Chief Diversity Officer

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

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

Officials

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

University Management

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

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, CUNY Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and work for the remainder of the academic year. CUNY anticipates beginning the return in late summer 2021. The transition and resulting shifts in priorities affect the university's operations in many ways. We have cancelled or postponed some hiring plans. We have limited or cancelled public events and other activities we could not conduct remotely.

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

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

PART TWO: DATA AND ANALYSIS

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

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

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

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On June 28, 2021, we extracted data on full-time employees active as of June 1, 2021, from CUNY's system of record, CUNYFirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

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

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

Self-Identification Categories

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

- Total Minorities (all groups other than White, reported as a single category)

- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- White (not an affirmative action group).

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

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

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

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

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

Of a total of **879** (including the Chief Executive) employees, they self-identified as follows:

- Gender:
 - **479** Female
 - **398** Male
 - **2** Other/Unknown gender
- Race/Ethnicity:
 - **425** Total Minority, **67** Asian, **215** Black/African American, **133** Hispanic/Latino
 - **454** White
- Individuals with Disabilities – **11** employees
- Veterans – **13** employees

Labor Market Source Data

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

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

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

For faculty discipline-based estimates, we utilized the US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

WORKFORCE ANALYSIS

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

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

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

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

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

Workforce Summary by Job Group and Category (excludes Chief Executive)

June, 2021

Kingsborough CC

Total Employees: 878

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	17	10	58.8%	11	64.7%
Admin 2: Managerial	97	73	75.3%	57	58.8%
Managerial: Facilities	2	0	0.0%	1	50.0%
Managerial: Info Tech	5	0	0.0%	1	20.0%
Managerial: Security	4	2	50.0%	4	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	223	118	52.9%	58	26.0%
Faculty: Librarian	11	7	63.6%	4	36.4%
Faculty: Instructor	1	1	100.0%	0	0.0%
Faculty: Lecturer	86	45	52.3%	35	40.7%
Faculty: Developmental	13	6	46.2%	4	30.8%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	4	4	100.0%	1	25.0%
Admin 3: Professional	131	98	74.8%	83	63.4%
Admin 5: Engineer-Architect	2	0	0.0%	1	50.0%
Info Tech: Professional	24	7	29.2%	18	75.0%
Nurse	1	1	100.0%	0	0.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Assistant	3	3	100.0%	1	33.3%
Administrative Assistant	16	16	100.0%	4	25.0%
Office Assistant	41	38	92.7%	12	29.3%
Mail Services Worker	5	2	40.0%	1	20.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	32	14	43.8%	13	40.6%
Broadcast-Media	2	0	0.0%	0	0.0%
Engineering Technician	2	2	100.0%	2	100.0%
Info Tech: Technician	9	4	44.4%	4	44.4%
Print Media Technician	5	0	0.0%	3	60.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Skilled Trades: Supervisory	1	0	0.0%	0	0.0%
Skilled Trades: Not Supervisory	23	0	0.0%	8	34.8%
Laborers and Helpers	14	0	0.0%	12	85.7%
Basic Crafts-Buildings and Grounds	8	0	0.0%	3	37.5%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	11	3	27.3%	8	72.7%
Campus Peace Officer	22	4	18.2%	21	95.5%
Campus Security Assistant	8	2	25.0%	8	100.0%
Custodial: Supervisory	8	3	37.5%	7	87.5%
Custodial: Assistant	47	15	31.9%	39	83.0%

Workforce Summary

Summary for Professorial Rank Faculty by Title and Tenure Status

June, 2021

Kingsborough CC

Total Professorial Faculty: 223

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure).

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	84	44	52.4%	25	29.8%
Substitute <6 Mo no prior svc	4	3	75.0%	0	0.0%
Tenured	30	12	40.0%	7	23.3%
Track Tenure	50	29	58.0%	18	36.0%
Asst Professor	68	45	66.2%	18	26.5%
Tenured	61	42	68.9%	17	27.9%
Track Tenure	7	3	42.9%	1	14.3%
Professor	71	29	40.8%	15	21.1%
Tenured	71	29	40.8%	15	21.1%

Workforce Summary

Academic Disciplines

With few exceptions, CUNY assigns faculty departments to disciplines as per the US Department of Education's Classification of Instructional Programs (CIP).

CUNY analyzes data about College Laboratory Technicians by assigning departments to either a Scientific/Engineering/Technical group or a general group.

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

Labor Market Availability

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

UTILIZATION ANALYSIS

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

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

The President's position reports outside of our establishment and is not included.

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

Appendix E details utilization/underutilization in each category (job group and/or academic discipline). We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

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

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

**Exhibit: Summary of Historical Changes in Underutilization - Staff/College Lab Tech
Kingsborough CC**

2021 - 2022

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

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

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

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

Executive/Administrative/Managerial

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Admin 1: Executive						
2021	17					
2020	19					
2019	18					
Admin 2: Managerial						
2021	97			8		
2020	99			8		
2019	102			8		
Managerial: Info Tech						
2021	5	1	2	1		1
2020	5	1	2	1		1
2019	5	1	2	1		1

Professional Non-Faculty

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Accountant: Professional						
2019	5		3	1	2	
Admin 3: Professional						
2021	131			5		
2020	141			5		
2019	138			6		
Info Tech: Professional						
2021	24	3		4		
2020	24	3		4		
2019	25	4		4		

Administrative Support Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
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Administrative Assistant

Underutilization Summary

Administrative Support Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Administrative Assistant						
2021	16		7	1	4	3
2020	16		7	1	4	3
2019	16		7	1	4	3
Mail Services Worker						
2021	5		2		1	1
Office Assistant						
2021	41		4	2		3
2020	42		5	2		3
2019	49		6	3		5

Technicians

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Admin 4: College Lab Technician						
<i>College Lab Tech: Other</i>						
2021	15		3	3		1
2020	16		2	4		1
2019	16		3	4		1
Admin 4: College Lab Technician						
<i>College Lab Tech: Science, Tech, Eng.</i>						
2021	17			2		
2020	17			2		
2019	18			1		
Info Tech: Technician						
2021	9				1	
2020	10				1	
2019	9				1	
Print Media Technician						
2021	5	1				
2020	5	1				
2019	5	1				

Craft Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Basic Crafts-Buildings and Grounds						
2021	8	1	2		1	2
2020	8	1	2		1	2
2019	9	1	2			2
Laborers and Helpers						
2021	14	3		1		2
2020	16	3		1		2

Underutilization Summary

Craft Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Laborers and Helpers						
2019	16	3		1		2
Skilled Trades: Not Supervisory						
2021	23	1	2			3
2020	24	1				2
2019	24					

Service Workers

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

Underutilization Summary

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

2021 - 2022

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

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

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

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

2021: Underutilization in the 2021 - 2022 Plan (i.e., this plan).

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

Faculty: Professoriate

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Biological and Biomedical Sciences						
2021	21					
2020	21					
2019	21					
Business, Management, Marketing and Support						
2021	15		4		2	1
2020	14		3		2	1
2019	15		4		2	1
Communications, Journalism, AND Visual/Perf Arts						
2021	12	3				
2020	13	3				
2019	13	3				
English Language and Literature/Letters						
2021	39					1
2020	41					1
2019	42					1
Health Professions and Related Programs						
2021	33			4		1
2020	33			4		1
2019	28			3		
Liberal Arts and Sciences, General Studies & Humanities						
2021	22	4		1		1
2020	22	4		1		1
2019	22	4		1		1
Mathematics and Computer Science						
2021	21				1	
2020	21				1	
2019	20				1	

Underutilization Summary

Faculty: Professoriate

Parks, Recreation, Leisure and Fitness Studies

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2021	5	1				
2020	5	1				
2019	5	1				

Physical Sciences

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

Social Sciences

2021	26					
2020	30					
2019	31					

Visual and Performing Arts

2021	11		1			1
2020	12					
2019	13		1		1	

Faculty: Librarian

Library (Librarians/Non-Teaching)

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2021	11	2				
2020	12					
2019	12				1	

Faculty: Lecturer

Biological and Biomedical Sciences

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2020	5					
2019	5					

Business, Management, Marketing and Support

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

English Language and Literature/Letters

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

Health Professions and Related Programs

Underutilization Summary

Faculty: Lecturer

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Health Professions and Related Programs						
2021	14	5				
2020	9	4				
Liberal Arts and Sciences, General Studies & Humanities						
2019	5	2				1
Mathematics and Computer Science						
2021	12					1
2020	15					2
2019	16					1
Parks, Recreation, Leisure and Fitness Studies						
2021	6					
2020	7					
2019	7					
Social Sciences						
2021	6			1		
2020	6		1	1		
2019	8		2	1	1	

Faculty: Developmental

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Education - Developmental						
2021	13	2			1	
2020	13	3	1		1	
2019	12	3			1	

Utilization, Underutilization, and Placement Goals

SUMMARY OF HISTORICAL CHANGES IN UNDERUTILIZATION

Staff/College Lab Tech – 2021-2022

Executive/Administrative/Managerial

Admin 1: Executive, we saw a decrease in total staff by 2. There were no changes reflected for gender and/or in any of the minority groups.

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

Managerial: Info Tech, there were no changes reflected for gender and/or in any of the minority groups.

Professional Non-Faculty

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

Admin 3: Professional, we saw a decrease in total staff by 10. There were no changes reflected for gender and/or in any of the minority groups.

Info Tech: Professional, there were no changes reflected in the total number of staff, gender and/or in any of the minority groups.

Administrative Support Workers

Administrative Assistant, there were no changes reflected in the total number of staff, gender and/or in any of the minority groups.

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

Office Assistant, we saw a decrease in total staff by 1. There was a decrease in Total Minority by 1 and no changes reflected for gender and/or in any of the minority groups.

Technicians

Admin 4: College Lab Technician/College Lab Tech: Other, there was a decrease in total staff by 1. We also saw an increase in total minority by 1 and a decrease by 1 in the Asian/Nat minority group.

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

Info Tech: Technician, we saw a decrease by 1 for total staff. There were no changes reflected for gender, total minority, and/or in any of the minority groups.

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

Craft Workers

Basic Crafts-Buildings and Grounds, there were no changes reflected in the total number of staff, gender and/or in any of the minority groups.

Laborers and Helpers, there was a decrease in total staff by 2. There were no changes in gender, total minority and/or in any of the minority groups. Note that we only report jobs with five or more staff.

Skilled Trades: Non-Supervisory, there was a decrease in total staff by 1. There was also a decrease in the Hispanic/Latino minority group by 1.

Social Services

Campus Peace Officer, there were no changes in total staff, gender, total minority, and/or in any of the minority groups.

Campus Public Safety Sergeant, we saw a decrease in total staff by 1. There was also a decrease in the Black/African Am minority group by 1.

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

Custodial: Assistant, we saw a decrease in total staff by 4. There were no changes in gender, total minority, and/or in any of the minority groups.

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

SUMMARY OF HISTORICAL CHANGES IN UNDERUTILIZATION

Faculty and College Lab Techs – 2021-2022

Faculty: Professoriate

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

Business, Management, Marketing and Support, there was an increase by 1 for total staff. There was also an increase by 1 for total minority.

Communications, Journalism, AND Visual/Perf Arts, we saw a decrease by 1 for total staff. There were no changes for gender, total minority, and/or in any of the minority groups.

English Language and Literature/Letters, there was a decrease by 2 for total staff. There were no changes for gender, total minority, and/or in any of the minority groups.

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

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

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

Faculty: Professoriate

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

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

Social Sciences, there was a decrease by 4 in total staff. There were no changes in gender, total minority, and/or in any of the minority groups.

Visual and Performing Arts, we saw a decrease in total staff by 1. There was an increase by 1 for total minority and Hispanic/Latino minority group.

Faculty: Librarian

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

Faculty: Lecturer

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

Business, Management, Marketing and Support, there was a decrease in total staff by 3.

We also saw a decrease in total minority and in the Asian/Nat and Hispanic/Latino minority groups by 1.

English Language and Literature/Letters, we saw a decrease in total staff by 1 and an increase in gender by 2.

Health Professions and Related Programs, we saw an increase in total staff by 5 and an increase in gender by 1. There were no changes in total minority and/or in any of the minority groups.

Liberal Arts and Sciences, General Studies & Humanities, there were no changes in total staff, gender, total minority, and/or in any of the minority groups. Note that we only report jobs with five or more staff.

Mathematics and Computer Science, we saw a decrease in total staff by 3 and a decrease in the Hispanic/Latino minority group by 1.

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

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

Faculty: Developmental

Education – Developmental, we saw a decrease in gender by 1. There were no changes in total staff, total minority, and/or in any of the minority groups.

OTHER ANALYSES

Personnel Activity

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

To estimate net changes by job group, we compare employee title changes between two reference dates (June 1, 2020, and June 1, 2021). We use this method to accommodate timing and issues in interpreting system data. This method produces a reasonable estimate but may

leave out some actions, such as an employee changing job groups more than once over the year. We note hires, moves to a higher or lower job group, moves within a job group, and separations

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

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

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

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

Observation on appointment data and tenure actions:

- Total of **6** Females gained tenure
- Total of **3** minority individuals gained tenure
- **3** Female Associate Professors, which includes **1** Asian/Nat Haw/Other Pac. Isl. and **1** Black/African American gained tenure
- **0** Female Assistant Professors gained tenure
- **1** Female Lecturer gained tenure
- **2** Female CLTs gained tenure

Appendix F also provides details of exceptions approved through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely, we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources. The Chief Diversity Officer and University management approve search waiver applications.

Recruiting Activity

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

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. They also review Recruiting Plans for intended outreach. We post open positions and Civil Services Notices of Exam on our careers page (for faculty, 30-60 days and for staff, 14-30 days).

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

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

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2020, and May 31, 2021.

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

We report all searches resulting in an offer during the previous plan year. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1. This circumstance explains differences between the personal activity reports and recruitment reports.

Civil Service Hiring

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

The Hiring Pools and number of hires include:

1. CUNY Office Assistant (COA) – **0**
2. Campus Peace Officer (CPO) – **3**
3. Campus Security Assistant (CSA) – **0**
4. Painter – **2**

Compensation

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

The Chief Diversity Officer reviews overall practices such as:

- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Reviewing and Approving the electronic hiring forms
- Document Retention
- Assignment of Overtime/Additional Assignments

The CDO reviewed the Compensation Report with Human Resources, and informed President Schrader on October 14, 2021, that there were no identified major concerns regarding compensation equity for which legitimate explanations could not be provided, e.g., collective bargaining agreements, pay schedules, longevity, market/labor forces, candidate skill sets and experiences, starting salaries, and classified civil service plans.

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

PART THREE: ACTION-ORIENTED PROGRAMS

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

- Prior-Year Programs
- 2021-2022 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

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

- Faculty Fellowship Publication Program Fellows
- Ongoing Programs and Public Events
- Ongoing Meetings and Engagement with executives and managers
- Campus Climate Committee
- Audits and Review
- Targeted recruiting programs
- General outreach
- Changes in procedures
- Staff and employee training:
 - Title IX Workshop for Students
 - Title IX Update for Senior Staff
 - Onsite ESPARC Training for B&G Staff
 - SPARC Support and Training for Students

Summary of Campus Programs, 2020-2021

Planned Campus Programs, 2020-2021:

Fall 2020

- Domestic Violence Seminars
- Panel on the Social Construction of Whiteness Open Discussion
- LGBTQIA+ Support Session, What's the Kiki?

- Women's and Gender Studies Program and the Global and Environmental Studies Program Discussion of *Whiteness from A Transdisciplinary Perspective*
- Student Union and Intercultural Center Fall Event: A Conversation with Congressman Hakeem Jeffries on The Rise of Anti-Asian Racism in the Age of COVID-19: What Can You Do About It?
- KCTL:
 - Bodies and Sexualities in the Classroom
 - Culturally Responsive Teaching: Language Diversity in the Classroom
- Women's Center Breast Cancer Awareness Event
- Panel Discussion on Equity & Inclusion in Practice

Winter 2021

- KTCL Workshops:
 - Employing Culturally Affirming and Equity-Minded Teaching and Learning Practices to Advance Institutional Equity
 - Advancing Racial Equity and Justice on Campus: Aligning Culture and Strategy
- Black History Month 2021
 - Black Disabled Lives Matter: Voices & History of Black Disability Justice Presentation
 - KAM Celebrates African American Art and Artists
- EquiTea Reading Series Book Discussion Centered on *How to Be an Antiracist* by Ibram Kendi, and *White Fragility* by Robin Diangelo
- Panel Discussion on Living with a Disability,
- KCC Commemorates: International Holocaust Remembrance Day

Spring 2021

- Women's History Month Panel Discussion: Reflections with Black Women in Education
- Women's, Gender and Sexuality Studies FIG
- UndocuAlly Trainings
- Student Success Summit: "Advocating for Young Women in the Sciences"
- Honor our LGBTQ+ graduates at our *Lavender Graduation*
- KCC Pride Month 2021: KCC Pride Trivia
- Dr Ma's Presentation on "Incorporating Aspects of Asian American Studies as Tools for Teaching About Race and Discrimination"
- Dialogue on "How are Sustainable Fashion, Environmental Justice, Racial and Gender Justice Connected?"
- KCTL Events:
 - Women's, Gender and Sexuality Studies
 - CUNY Unlimited: Including Students with Intellectual Disabilities
 - Culturally Responsive Teaching: Language Diversity in the Classroom
 - Bodies and Sexualities in the Classroom
- *Cancellation or Accountability? "Cancel Culture" and Progressive Change* Workshop
- Sexual Assault Awareness Workshop

- SU&IC Classroom Resources:
 - “Black Feminist”
 - “White Right”
- Women’s History Month
- Making Their Mark: A Celebration of Great Women Artists
- Film Screening and Discussion: Black Feminist with speaker Dr. Margo Okazawa-Rey
- On Stage at Kingsborough Presents “The National Dance Company of Ireland’s Rhythm of The Dance”

Impact on Faculty/Staff/Students:

- Gained tools to grow cultural competencies
- Improved individuals’ thinking and brought awareness to the campus community
- Connected and engaged peers to be able to discuss race, culture, and gender issues
- Advanced skills needed in a multicultural environment
- Helped to prepare individuals to value cultural differences and treat people with dignity and respect

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

2021-2022 PLANNED PROGRAMS

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

Planned Campus Programs, 2021-2022

- KCC Annual Diversity Symposium
- Domestic Violence Awareness
- KCTL Events
- Sexual Health Workshop
- Black Queer Icon Series
- LGBTQ+ History Month
- Latinx Heritage Month Events
- Pride Flag History Series
- You Belong Here Series

Expected Impact for Faculty/Staff/Students is to:

- Engage and cultivate an environment of inclusivity
- Increase opportunities for open and constructive dialogue
- Expand networks for faculty, staff, and students
- Help to develop skills needed in a multicultural environment

- Help to prepare individuals to value cultural differences and treat people with dignity and respect
- Lift morale and enhance productivity

ONGOING ACTIVITIES

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

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

INTERNAL AUDIT AND REPORTING

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

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

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Monitoring employee self-identification programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the Affirmative Action Plan with management
- Advising management of program effectiveness and providing recommendations for improvement.

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

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans. This section, as mandated by regulation, covers:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University’s policy to provide reasonable accommodations to applicants,

employees, and other persons based on disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

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

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

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit access to employment. We include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion.

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified Individuals with Disabilities or Protected Veterans.

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

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to Individuals with Disabilities and Disabled Veterans in employment matters. As per the policy on Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The College contact the Office of Human Resources at:

Phone (718) 368-5436 / Email: Human.Resources@kbcc.cuny.edu

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

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

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

This Past Year:

- While recognizing requests may be resolved through dialogue, this year we documented **17** employee accommodation requests, successfully concluded **15** times, and appealed **zero** times. Currently, there are **no** outstanding appeals.
- The college responded to **zero** requests for reasonable accommodation from job applicants.
- We upgraded campus facilities to improve access in the following areas:
 - Custodial Training trained on how to execute the new enhanced cleaning and disinfection protocols
 - Provided annual OSHA-required safety training to B&G laborers

- Adapted to the new disinfecting demands brought on by COVID-19
- Completed the new Student Conference Center in U219/U220
- Completed LED Lighting Conversions in the G and U buildings
- Completed new Student Service Counters in the A building
- Fire Alarm Upgrades at the P and U buildings
- Replacement of Rooftop HVAC Equipment at building T7
- Replacement of the T4 Roof
- Grounds Equipment Purchase for Snow Removal and Landscaping Maintenance (bobcats, pickup trucks with snowplows and salt spreaders, forklift, and utility/cargo van
- Reconstruction of the Marina
- Replacement of 1,600 Windows and Skylights at the Library building
- New Lighting/Sound Systems
- New ADA Accessible Restrooms in the Performing Arts Center
- Upgrades to the Pool in the G building
- Asbestos abatement work in T7
- Completed HVAC filter changes
- New Canopy for T1 Receiving Area
- Painting of a total of 56 faculty spaces
- New/Updated/Upgrade Seamless Technology Services and Support:
 - INSIDE KCC – Offsite Laptop Lending
 - Chat Feature on KCC Website
 - Subject Matter Expert List
 - Video Conferencing in Labs and Classrooms
 - Starfish Update
 - SimCapture
 - eSig nature
 - Virtual Desktop
 - Email Capacity
 - Blackboard Capacity
 - Software Availability: Camtasia and Snagit for faculty
 - Hotspots for faculty and staff
 - Microscopes with upgraded HDMI cameras and adapters in Biology Labs

HARASSMENT PREVENTION

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity Officer reviews practices for Veterans.

EXTERNAL POLICY DISSEMINATION

Each job vacancy announcement includes a summary of CUNY's policy.

As noted above, CUNY posts its Non-Discrimination Policy on its employment website.

CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the Affirmative Action Policy to subcontractors, vendors, and suppliers, requesting compliance.

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

This past year, we made the following outreach efforts to Veterans and Individuals with Disabilities:

- Agency for Persons with Disabilities (APD)
- Allsup Employment Services
- Bosma Enterprises
- Deaf to Work
- Easter Seals
- Enable America
- Land A Job
- Maryland Works, Inc.
- Options Unlimited, Inc.
- Our Ability
- Quest
- Think Beyond the Label
- United Spinal Association
- US.jobs Disability
- VetCentral – Disabled Veteran Outreach Program Representatives (DVOPs)
- Workforce Recruitment Program
- Work in Iowa Disability (Iowa State Workforce) Impact/Discussion To enable veterans and individuals with disability to transition to civilian society and gain employment opportunities.

Planned Outreach for 2021-2022

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

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the annual federal VETS-4212 report
- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (as per NY State statute).

INTERNAL POLICY DISSEMINATION

To foster positive support for Affirmative Action programs for Protected Veterans and Individuals with Disabilities, we have:

- Included policies in manuals and other publications
- Explained policies and individual responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included information on the accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in unit communications
- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (which also covers protection from harassment based on disability)

- Featured persons who are Individuals with Disabilities in handbooks or similar publications
- Other College Programs/Activities:
 - Title IX Training for Faculty and Staff
 - Title IX Training for various student groups
 - EEO/Title IX Training o Faculty Development Workshop to Support Students
 - ACT Meeting
 - Compensation Analysis Meeting
 - Faculty Diversity Dialogue

IMPLEMENTATION RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to Disabled Veterans, other Veterans, and Individuals with Disabilities, we have designated specific responsibilities.

The President

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

504/ADA Coordinator

As 504/ADA Coordinator, Michael J. Valente, Esq., Chief Diversity Officer:

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

504/ADA Team

The 504/ADA Team advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for Veterans and Individuals with Disabilities.

Members are:

- Michael J. Valente, Esq., Chief Diversity Officer
- Stella Woodroffe, Access-Abilities Coordinator
- Cynthia Mendola, HR Coordinator

Other Officials

Other officials assume help assure compliance with regulations through working with management to fund, identify and implement accommodations and other accessibility improvements.

University Management

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

TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan.

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

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a Veteran or Individual with a Disability.

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

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

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no federal benchmark for Veteran utilization.

Hiring Rates

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

In March 2021, the federal government set the benchmark Hiring Rate for veterans at 5.6%, representing the prevalence of veterans in the United States workforce.

There is no federal hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.6% as of March 2021.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identified as Veterans before an offer of employment is made	19	79	78
B. Total number of job openings	20	48	44
C. Total number of jobs filled	9	48	41
D. Total number of applicants for all jobs	1324	4256	5622
E. Number of Veteran applicants hired	0	0	0
F. Total number of applicants hired	9	48	41
Hiring Rate (E divided by F)	0%	0%	0%
Federal Benchmark	5.6%	5.7%	5.9%
Benchmark Met (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	62	160	198
B. Total number of job openings	20	48	44
C. Total number of jobs filled	9	48	41
D. Total number of applicants for all jobs	1324	4256	5622
E. Number of Individuals with Disabilities hired	0	2	1
F. Total number of applicants hired	9	48	41
Hiring Rate (E Divided by F)	0%	4.2%	2%

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Appendix A Organization Chart

This Appendix contains a summary organization chart.

Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.

OFFICE OF THE PRESIDENT

To: Kingsborough Campus Community
From: President Claudia V. Schrader
Date: September 2, 2020
Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

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

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

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

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

Appendix C Job Group Summary

This Appendix contains a summary of Job Groups.

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 (excludes Chief Executive): 878

Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY typically reviews Labor Market Availability every other year. We utilize the following factors:

Weighting of Internal/External Labor Market

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

Geography

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

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

Qualifications for Non-Collegiate Faculty:

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

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

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

Category: Executive/Administrative/Managerial

Admin 1: Executive

Executive Compensation Plan (Other Than Chief Executive)

Labor Market Availability Factors

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

Employees: 17

Title	Employees
Ascc Administrator	3
Ascc Dean	1
Asst Administrator	2
Asst Dean	1
Asst Vice President	1
Dean	1
Vice President	8

Admin 2: Managerial

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).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

Employees: 97

Title	Employees
HE Associate	52
HE Officer	45

Category: Executive/Administrative/Managerial

Managerial: Facilities

Facility Superintendents (Managerial)

Labor Market Availability Factors

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

Employees: 2

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

Managerial: Info Tech

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).
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Employees: 5

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

Category: Executive/Administrative/Managerial

Managerial: Security

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).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Employees: 4

Title	Employees
Campus Security Asst Dir	3
Campus Security Dir	1

Category: Professional Faculty

Faculty: Developmental

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

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 13

Title	Employees
CLIP Instructor	7
CUNY Start Instructor	6

Faculty: Instructor

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

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 1

Title	Employees
Instructor	1

Faculty: Lecturer

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure.

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 86

Title	Employees
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Category: Professional Faculty

Lecturer	76
Lecturer Doct Sch	10

Faculty: Librarian

CUNY Librarians with faculty appointments

Labor Market Availability Factors

LMA Factor Weight Explanation

1-External 100.00% 2016 NCES Degree Completions, Master's level only, Nationwide, for Library Science Discipline.

2-Internal 0.00% NA

Employees: 11

Title	Employees
Assc Professor	4
Asst Professor	6
Professor	1

Faculty: Professoriate

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

Labor Market Availability Factors

LMA Factor Weight Explanation

1-External 100.00% 2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.

2-Internal 100.00% NA

Employees: 223

Title	Employees
Assc Professor	68
Asst Professor	84
Professor	71

Category: Professional Non-Faculty

Accountant: Professional

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 4

Title	Employees
Finance Accountant	2
Purchasing Agent	2

Admin 3: Professional

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 131

Title	Employees
Asst to HEO	55
HE Assistant	76

Category: Professional Non-Faculty

Admin 5: Engineer-Architect

Engineers, Architects and related

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Architect	1
Project Mgr	1

Info Tech: Professional

Information Technology Professionals

Labor Market Availability Factors

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

Employees: 24

Title	Employees
IT Associate	5
IT Asst	17
IT Sr Associate	2

Category: Professional Non-Faculty

Nurse

Nurses

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Nurse	1

Category: Administrative Support Workers

Accountant: Assistant

Accounting Support Staff (Accounting and Purchasing Agent Assistants, 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 (Bookkeeping, Accounting, and Auditing Clerks).
2-Internal	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

Employees: 3

Title	Employees
Asst Purchasing Agent	1
Finance Accountant Asst	2

Administrative Assistant

Administrative Support Staff-Senior Level

Labor Market Availability Factors

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

Employees: 16

Title	Employees
CUNY Admin Asst	16

Mail Services Worker

Mail Services Workers

Labor Market Availability Factors

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

Employees: 5

Title	Employees
Mail Message Svcs Worker	5

Category: Administrative Support Workers

Office Assistant

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).

2-Internal 0.00% NA

Employees: 41

Title	Employees
CUNY Office Assistant	41

Category: Technicians

Admin 4: College Lab Technician

College Laboratory Technicians

Labor Market Availability Factors

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

Employees: 32

Title	Employees
Chief College Lab Tech	5
College Lab Tech	14
Sr College Lab Tech	13

Broadcast-Media

Broadcast and Mass Media Technicians and Graphic Designers

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Broadcast Assc	1
Media Svcs Tech	1

Category: Technicians

Engineering Technician

Engineering and Architectural Technicians

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 2

Title	Employees
Facilities Coord	2

Info Tech: Technician

IT Technical Support Workers

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 9

Title	Employees
IT Support Asst	9

Print Media Technician

Print Shop and Related Technicians

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 5

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

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Buildings and Grounds Workers

Labor Market Availability Factors

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

Employees: 8

Title	Employees
Maintenance Worker	6
Motor Vehicle Mechanic	2

Laborers and Helpers

Entry-Level Craft Workers

Labor Market Availability Factors

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

Employees: 14

Title	Employees
Electrician Helper	1
Laborer	10
Stock Worker	2
Stock Worker Supervisor	1

Category: Craft Workers

Skilled Trades: Not Supervisory

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).
2-Internal	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

Employees: 23

Title	Employees
Carpenter	2
Electrician	2
High Pressure Plant Tender	7
Locksmith	1
Oiler	2
Painter	2
Plumber	2
Stationary Engineer	4
Thermostat Repairer	1

Skilled Trades: Supervisory

Skilled Trades Supervisors

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Stationary Engineer Sr	1

Category: Service Workers

Campus Peace Officer

Campus Security-Mid Level Staff

Labor Market Availability Factors

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

Employees: 22

Title	Employees
Campus Peace Officer	22

Campus Public Safety Sergeant

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.
2-Internal	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

Employees: 11

Title	Employees
Campus Pub Safety Sergeant	9
Campus Security Specialist	2

Campus Security Assistant

Campus Security-Entry Level Staff

Labor Market Availability Factors

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

Employees: 8

Title	Employees
Campus Security Asst	8

Category: Service Workers

Custodial: Assistant

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).
2-Internal	0.00%	NA

Employees: 47

Title	Employees
Custodial Assistant	47

Custodial: Supervisory

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).
2-Internal	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

Employees: 8

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

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

Job Code and Title Name	Job Group
200602 Univ VC Std Aff and Enrollment	Admin 1: Executive
200604 Exec Dir Acad Aff-AstAdm	Admin 1: Executive
200605 Exec Dir Fellow and PSP-AstAdm	Admin 1: Executive
200606 Exec Dir CyberSec Prg-AstAdm	Admin 1: Executive
500302 Fleet Coordinator	Basic Crafts-Buildings and Grounds

Appendix D College Lab Technicians Department-Discipline Assignments

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

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

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

APPENDIX D - COLLEGE LAB TECHNICIAN CATEGORIES

2021 - 2022

Kingsborough CC

Total of College Lab Technicians, all levels: 32

Discipline: College Lab Tech: Science, Tech, Eng.
Employees: 17

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

Discipline: College Lab Tech: Other
Employees: 15

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

APP D-CLT-1

Appendix D Faculty Department-Discipline Assignments

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

This Appendix lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Only departments with assigned faculty are listed here.

Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analysis.

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.

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

2021 - 2022

Kingsborough CC

Total Faculty: 334

Discipline: Biological and Biomedical Sciences

Faculty: 25

Department ID	Department Name	Faculty
10033	Dept,Biological Science	25

Discipline: Business, Management, Marketing, Support

Faculty: 32

Department ID	Department Name	Faculty
10042	Dept, Business	18
10299	Tourism & Hospitality	14

Discipline: Communications, Journalism, AND Visual/Perf Arts

Faculty: 15

Department ID	Department Name	Faculty
10060	Dept,Comm&Perf Arts	15

Discipline: Education: Developmental

Faculty: 15

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

Discipline: English Language and Literature/Letters

Faculty: 53

Department ID	Department Name	Faculty
10105	Department Of English	53

Discipline: Foreign Languages, Literatures, and Linguistics

Faculty: 7

Department ID	Department Name	Faculty
10117	Dept,Foreign Lang	7

Discipline: Health Professions and Related Programs

Faculty: 47

Department ID	Department Name	Faculty
10136	Health & Human Services	23
10211	Non-Clinical Nursing	24

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Faculty: 26

Department ID	Department Name	Faculty
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APP D-1

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

2021 - 2022

Kingsborough CC

10280 Dept,His,Phil,&Soc Sci 26

Discipline: Library (Librarians/Non-Teaching)

Faculty: 11

Department ID	Department Name	Faculty
70054	Dept Of Library	11

Discipline: Mathematics and Computer Science

Faculty: 33

Department ID	Department Name	Faculty
10195	Dept,Math&Computer Sci	33

Discipline: Parks, Recreation, Leisure and Fitness Studies

Faculty: 11

Department ID	Department Name	Faculty
10134	Dept,Health,Phys Ed&Rec	11

Discipline: Physical Sciences

Faculty: 15

Department ID	Department Name	Faculty
10225	Dept,Physical Sci	15

Discipline: Social Sciences

Faculty: 33

Department ID	Department Name	Faculty
10028	Dept,Beh Sci&Human Svcs	33

Discipline: Visual and Performing Arts

Faculty: 11

Department ID	Department Name	Faculty
10021	Dept Of Art	11

Appendix E-1 Utilization Analysis -Staff Job Groups

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

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent placement goals 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.

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive
 Description: Executive Compensation Plan (Other Than Chief Executive)
 Full-time Employees: 17

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	10	11	3	5	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	58.8%	64.7%	17.6%	29.4%	17.6%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial
Description: Manager-Level Administrators
Full-time Employees: 97

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	73	57	3	28	26
Underutilized (Y = Yes)			Y		
Number Underutilized			8		
Actual Utilization Percent	75.3%	58.8%	3.1%	28.9%	26.8%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Managerial: Info Tech

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

Kingsborough CC

Category: Professional Non-Faculty

Job Group: Admin 3: Professional

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 131

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
Number of Employees	98	83	11	46	21
Underutilized (Y = Yes)			Y		
Number Underutilized			5		
Actual Utilization Percent	74.8%	63.4%	8.4%	35.1%	16.0%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Kingsborough CC

Category: Professional Non-Faculty

Job Group: Info Tech: Professional
Description: Information Technology Professionals
Full-time Employees: 24

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	7	18	3	11	4
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	3		4		
Actual Utilization Percent	29.2%	75.0%	12.5%	45.8%	16.7%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Kingsborough CC

Category: Administrative Support Workers

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

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	16	4	0	2	1
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%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

Kingsborough CC

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 41

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
Number of Employees	38	12	1	7	4
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		4	2		3
Actual Utilization Percent	92.7%	29.3%	2.4%	17.1%	9.8%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Kingsborough CC

Category: Administrative Support Workers

Job Group: Mail Services Worker
Description: Mail Services Workers
Full-time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04921	Mail Message Svcs Worker

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	1	1	0	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		2		1	1
Actual Utilization Percent	40.0%	20.0%	20.0%	0.0%	0.0%
Labor Market Avail. Percent	31.3%	61.3%	7.8%	27.5%	22.8%

Kingsborough CC

Category: Technicians

Job Group: Info Tech: 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
Number of Employees	4	4	2	0	2
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	44.4%	44.4%	22.2%	0.0%	22.2%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%

Kingsborough CC

Category: Technicians

Job Group: Print Media Technician
Description: Print Shop and Related Technicians
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
Number of Employees	0	3	0	1	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1				
Actual Utilization Percent	0.0%	60.0%	0.0%	20.0%	40.0%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%

Kingsborough CC

Category: Craft Workers

Job Group: Skilled Trades: Not Supervisory

Description: Skilled Tradespeople

Full-time Employees: 23

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	8	1	4	3
Underutilized (Y = Yes)	Y	Y			Y
Number Underutilized	1	2			3
Actual Utilization Percent	0.0%	34.8%	4.3%	17.4%	13.0%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

Kingsborough CC

Category: Craft Workers

Job Group: Laborers and Helpers
Description: Entry-Level Craft Workers
Full-time Employees: 14

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	12	0	8	4
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	3		1		2
Actual Utilization Percent	0.0%	85.7%	0.0%	57.1%	28.6%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

Kingsborough CC

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-time Employees: 8

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
04906	Motor Vehicle Mechanic

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	3	1	1	1
Underutilized (Y = Yes)	Y	Y		Y	Y
Number Underutilized	1	2		1	2
Actual Utilization Percent	0.0%	37.5%	12.5%	12.5%	12.5%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%

Kingsborough CC

Category: Service Workers

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and 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
Number of Employees	3	8	1	3	4
Underutilized (Y = Yes)				Y	
Number Underutilized				3	
Actual Utilization Percent	27.3%	72.7%	9.1%	27.3%	36.4%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Kingsborough CC

Category: Service Workers

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

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

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

Kingsborough CC

Category: Service Workers

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

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

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

Kingsborough CC

Category: Service Workers

Job Group: Custodial: Supervisory

Description: Custodial Supervisors

Full-time Employees: 8

Employees in this group hold the following titles:

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

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

Kingsborough CC

Category: Service Workers

Job Group: Custodial: Assistant
 Description: Custodians-Entry Level
 Full-time Employees: 47

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
Number of Employees	15	39	4	23	12
Underutilized (Y = Yes)					Y
Number Underutilized					8
Actual Utilization Percent	31.9%	83.0%	8.5%	48.9%	25.5%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Appendix E-2 Utilization Analysis - College Laboratory Technicians

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

Underutilization occurs where utilization of a given group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. When this number is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks represent no underutilization.

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

College Lab Tech: Science, Tech, Eng.

Full-Time Employees: 17

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

Department ID Department Name

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

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

College Lab Tech: Other

Full-Time Employees: 15

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	6	5	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		3	3		1
Actual Utilization Percent	40.0%	33.3%	0.0%	20.0%	6.7%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%

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

This Appendix provides a utilization analysis for Faculty for each Discipline and Job Group where there are five or more employees.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

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

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

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

2021 - 2022

Biological and Biomedical Sciences

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

10033 Dept,Biological Science

Job Group Faculty: Professoriate

Total Faculty: 21

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

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

2021 - 2022

Business, Management, Marketing and Support

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

Job Group Faculty: **Professoriate**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Total Faculty:	15				
Number of Faculty	7	2	1	1	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		4		2	1
Actual Utilization Percent	46.7%	13.3%	6.7%	6.7%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Job Group Faculty: **Lecturer**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Total Faculty:	17				
Number of Faculty	8	5	1	2	2
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		2	1		
Actual Utilization Percent	47.1%	29.4%	5.9%	11.8%	11.8%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

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

2021 - 2022

Communications, Journalism, AND Visual/Perf Arts

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

10060 Dept,Comm&Perf Arts

Job Group Faculty: Professoriate

Total Faculty: 12

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

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

2021 - 2022

Education - Developmental

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

Job Group Faculty: Developmental

Total Faculty: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	6	4	1	0	2
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	2			1	
Actual Utilization Percent	46.2%	30.8%	7.7%	0.0%	15.4%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

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

2021 - 2022

English Language and Literature/Letters

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

10105 Department Of English

Job Group Faculty: Professoriate

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Total Faculty:	39				
Number of Faculty	29	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	74.4%	15.4%	5.1%	7.7%	2.6%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Job Group Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Total Faculty:	14				
Number of Faculty	8	4	0	3	1
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	2		1		1
Actual Utilization Percent	57.1%	28.6%	0.0%	21.4%	7.1%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

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

2021 - 2022

Health Professions and Related Programs

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

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

Job Group Faculty: Professoriate

Total Faculty: 33

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

Job Group Faculty: Lecturer

Total Faculty: 14

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	9	3	4	2
Underutilized (Y = Yes)	Y				
Number Underutilized	5				
Actual Utilization Percent	50.0%	64.3%	21.4%	28.6%	14.3%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

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

2021 - 2022

Liberal Arts and Sciences, General Studies & Humanities

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

10280 Dept,His,Phil,&Soc Sci

Job Group Faculty: **Professoriate**

Total Faculty: 22

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

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

2021 - 2022

Library (Librarians/Non-Teaching)

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

70054 Dept Of Library

Job Group Faculty: Librarian

Total Faculty: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	4	1	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	2				
Actual Utilization Percent	63.6%	36.4%	9.1%	9.1%	18.2%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

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

2021 - 2022

Mathematics and Computer Science

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

10195 Dept,Math&Computer Sci

Job Group Faculty: Professoriate

Total Faculty: 21

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

Job Group Faculty: Lecturer

Total Faculty: 12

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

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

2021 - 2022

Parks, Recreation, Leisure and Fitness Studies

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

10134 Dept,Health,Phys Ed&Rec

Job Group Faculty: Professoriate

Total Faculty: 5

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

Job Group Faculty: Lecturer

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized					
Actual Utilization Percent	83.3%	50.0%	0.0%	33.3%	16.7%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

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

2021 - 2022

Physical Sciences

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

10225 Dept,Physical Sci

Job Group Faculty: Professoriate

Total Faculty: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	2	4	4	0	0
Underutilized (Y = Yes)	Y			Y	Y
Number Underutilized	2				1
Actual Utilization Percent	15.4%	30.8%	30.8%	0.0%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%

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

2021 - 2022

Social Sciences

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

10028 Dept,Beh Sci&Human Svcs

Job Group Faculty: Professoriate

Total Faculty: 26

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	15	9	2	4	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.7%	34.6%	7.7%	15.4%	11.5%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Job Group Faculty: Lecturer

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	3	0	1	2
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	66.7%	50.0%	0.0%	16.7%	33.3%
Labor Market Avail. Percent	55.4%	43.1%	10.4%	12.7%	16.6%

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

2021 - 2022

Visual and Performing Arts

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

10021 Dept Of Art

Job Group Faculty: Professoriate

Total Faculty: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	1	1	0	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		1			1
Actual Utilization Percent	72.7%	9.1%	9.1%	0.0%	0.0%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC**

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

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

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

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.

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

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

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

2021 - 2022

Department: 10105 Department Of English

Discipline: English Language and Literature/Letters

Job Group: Faculty: Professoriate

Total Faculty: 39

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	29	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	74.4%	15.4%	5.1%	7.7%	2.6%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Job Group: Faculty: Lecturer

Total Faculty: 14

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	4	0	3	1
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	2		1		1
Actual Utilization Percent	57.1%	28.6%	0.0%	21.4%	7.1%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

APP E4-2

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10021 Dept Of Art
Discipline: Visual and Performing Arts

Job Group: Faculty: Professoriate

Total Faculty: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	1	1	0	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		1			1
Actual Utilization Percent	72.7%	9.1%	9.1%	0.0%	0.0%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 70054 Dept Of Library
 Discipline: Library (Librarians/Non-Teaching)

Job Group: Faculty: Librarian

Total Faculty: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	4	1	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	2				
Actual Utilization Percent	63.6%	36.4%	9.1%	9.1%	18.2%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10042 Dept, Business

Discipline: Business, Management, Marketing and Support

Job Group: Faculty: Professoriate

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

Job Group: Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	2	0	1	1
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		1	1		
Actual Utilization Percent	57.1%	28.6%	0.0%	14.3%	14.3%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10028 Dept,Beh Sci&Human Svcs
 Discipline: Social Sciences

Job Group: Faculty: Professoriate

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 26					
Number of Faculty	15	9	2	4	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.7%	34.6%	7.7%	15.4%	11.5%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Job Group: Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 6					
Number of Faculty	4	3	0	1	2
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	66.7%	50.0%	0.0%	16.7%	33.3%
Labor Market Avail. Percent	55.4%	43.1%	10.4%	12.7%	16.6%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10033 Dept,Biological Science
Discipline: Biological and Biomedical Sciences

Job Group: Faculty: Professoriate

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

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10060 Dept,Comm&Perf Arts

Discipline: Communications, Journalism, AND Visual/Perf Arts

Job Group: Faculty: Professoriate

Total Faculty: 12

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

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10134 Dept,Health,Phys Ed&Rec
Discipline: Parks, Recreation, Leisure and Fitness Studies

Job Group: Faculty: Professoriate

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

Job Group: Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized					
Actual Utilization Percent	83.3%	50.0%	0.0%	33.3%	16.7%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

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

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Job Group: Faculty: Professoriate

Total Faculty: 22

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

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10195 Dept,Math&Computer Sci
Discipline: Mathematics and Computer Science

Job Group: Faculty: Professoriate

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 21					
Number of Faculty	7	6	5	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	33.3%	28.6%	23.8%	0.0%	4.8%
Labor Market Avail. Percent	23.3%	25.8%	11.1%	6.2%	5.4%

Job Group: Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 12					
Number of Faculty	4	5	4	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	33.3%	41.7%	33.3%	8.3%	0.0%
Labor Market Avail. Percent	26.7%	43.8%	20.8%	8.6%	11.7%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10225 Dept,Physical Sci
 Discipline: Physical Sciences

Job Group: Faculty: Professoriate

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	4	4	0	0
Underutilized (Y = Yes)	Y			Y	Y
Number Underutilized	2				1
Actual Utilization Percent	15.4%	30.8%	30.8%	0.0%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10136 Health & Human Services
Discipline: Health Professions and Related Programs

Job Group: Faculty: Professoriate

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 11					
Number of Faculty	2	5	0	3	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	4		2		
Actual Utilization Percent	18.2%	45.5%	0.0%	27.3%	9.1%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Job Group: Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 12					
Number of Faculty	6	9	3	4	2
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization Percent	50.0%	75.0%	25.0%	33.3%	16.7%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 65068 Language Immersion Program

Discipline: Education - Developmental

Job Group: Faculty: Developmental

Total Faculty: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	4	1	0	2
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	2			1	
Actual Utilization Percent	46.2%	30.8%	7.7%	0.0%	15.4%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10211 Non-Clinical Nursing
Discipline: Health Professions and Related Programs

Job Group: Faculty: Professoriate

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

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2021 - 2022
Kingsborough CC

Department: 10299 Tourism & Hospitality
Discipline: Business, Management, Marketing and Support

Job Group: Faculty: Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	3	1	1	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1			
Actual Utilization Percent	40.0%	30.0%	10.0%	10.0%	10.0%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

Appendix F-1 Personnel Activity

This Appendix provides tables with detail on personnel activities.

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

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

Appendix F-2 Tenure Actions

This Appendix 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, 2020 (during this past plan year).

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

APPENDIX F-2 - Tenure Actions

2021 - 2022

Kingsborough CC

Dept Of Art

Asst Professor	Gained Tenure	Tenured	Male	White
College Lab Tech	Gained Tenure	Tenured	Female	White

Dept, Business

Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	Hispanic/Latino
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Dept,Beh Sci&Human Svcs

Asst Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Asst Professor	Gained Tenure	Tenured	Female	Black/African Am.

Dept,Comm&Perf Arts

Asst Professor	Gained Tenure	Tenured	Male	White
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Dept,Health,Phys Ed&Rec

College Lab Tech	Gained Tenure	Tenured	Female	White
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Dept,His,Phil,&Soc Sci

Asst Professor	Gained Tenure	Tenured	Female	White
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Dept,Math&Computer Sci

Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
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Summary for the College

Total Staff:	Ttl Minority	Asian	Black/AfAm	Hispanic/Latino	White	Oth/Unk
6 Female	2	1	1	0	4	0
3 Male	1	0	0	1	2	0
0 Oth/Unk	0	0	0	0	0	0
9 Total	3	1	1	1	6	0

Appendix G-1 Summary of Recruiting Activities

This Appendix provides detail the candidate pools and outcomes of searches.

Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2020 through May 31, 2021).

Job Group Summary

Administration 2 (Managers)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	696	696	100%		40	6%	4	1%	4	1%
Male	227	227	33%		17	7%		0%		0%
Female	389	389	56%		19	5%	4	1%	4	1%
Other	3	3	0%		1	33%		0%		0%
Unknown	77	77	11%		3	4%		0%		0%
Total Min	452	452	65%		25	6%	3	1%	3	1%
Asian	60	60	9%		4	7%		0%		0%
Black	234	234	34%		13	6%		0%		0%
Hispanic	140	140	20%		7	5%	2	1%	2	1%
Other inc 2 or more	18	18	3%		1	6%	1	6%	1	6%
Italian-American	42	42	6%		1	2%		0%		0%
White (Not Ital)	168	168	24%		11	7%	1	1%	1	1%
Total White	210	210	30%		12	6%	1	0%	1	0%
Unknown Ethnicity	34	34	5%		3	9%		0%		0%
Veterans	5	5	1%			0%		0%		0%
Indiv. w Disabilities	38	38	5%		3	8%		0%		0%

Job Group Summary

Administration 3 (Professional)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	93	93	100%		9	10%	1	1%	1	1%
Male	14	14	15%		1	7%		0%		0%
Female	65	65	70%		6	9%	1	2%	1	2%
Other	1	1	1%			0%		0%		0%
Unknown	13	13	14%		2	15%		0%		0%
Total Min	69	69	74%		7	10%	1	1%	1	1%
Asian	14	14	15%			0%		0%		0%
Black	24	24	26%		2	8%		0%		0%
Hispanic	28	28	30%		5	18%	1	4%	1	4%
Other inc 2 or more	3	3	3%			0%		0%		0%
Italian-American			0%			0%		0%		0%
White (Not Ital)	23	23	25%		2	9%		0%		0%
Total White	23	23	25%		2	9%		0%		0%
Unknown Ethnicity	1	1	1%			0%		0%		0%
Veterans	1	1	1%			0%		0%		0%
Indiv. w Disabilities	4	4	4%			0%		0%		0%

Job Group Summary

Administration 4 (College Lab Tech)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	89	89	100%		6	7%	1	1%	1	1%
Male	33	33	37%		2	6%		0%		0%
Female	47	47	53%		4	9%	1	2%	1	2%
Other			0%			0%		0%		0%
Unknown	9	9	10%			0%		0%		0%
Total Min	60	60	67%		3	5%	1	2%	1	2%
Asian	23	23	26%		1	4%		0%		0%
Black	23	23	26%		1	4%	1	4%	1	4%
Hispanic	14	14	16%		1	7%		0%		0%
Other inc 2 or more			0%			0%		0%		0%
Italian-American			0%			0%		0%		0%
White (Not Ital)	27	27	30%		3	11%		0%		0%
Total White	27	27	30%		3	11%		0%		0%
Unknown Ethnicity	2	2	2%			0%		0%		0%

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

Job Group Summary

Faculty-Lecturer

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	59	59	100%		7	12%	1	2%	1	2%
Male	25	25	42%		4	16%	1	4%	1	4%
Female	25	25	42%		3	12%		0%		0%
Other			0%			0%		0%		0%
Unknown	9	9	15%			0%		0%		0%
Total Min	34	34	58%		3	9%		0%		0%
Asian	15	15	25%		2	13%		0%		0%
Black	14	14	24%		1	7%		0%		0%
Hispanic	3	3	5%			0%		0%		0%
Other inc 2 or more	2	2	3%			0%		0%		0%
Italian-American			0%			0%		0%		0%
White (Not Ital)	22	22	37%		4	18%	1	5%	1	5%
Total White	22	22	37%		4	18%	1	5%	1	5%
Unknown Ethnicity	3	3	5%			0%		0%		0%
Veterans	1	1	2%			0%		0%		0%
Indiv. w Disabilities	1	1	2%			0%		0%		0%

Job Group Summary

Faculty-Professorial

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	364	364	100%		20	5%	2	1%	2	1%
Male	171	171	47%		8	5%		0%		0%
Female	133	133	37%		9	7%	2	2%	2	2%
Other	4	4	1%			0%		0%		0%
Unknown	56	56	15%		3	5%		0%		0%
Total Min	141	141	39%		9	6%	1	1%	1	1%
Asian	51	51	14%		6	12%	1	2%	1	2%
Black	40	40	11%		2	5%		0%		0%
Hispanic	35	35	10%		1	3%		0%		0%
Other inc 2 or more	15	15	4%			0%		0%		0%
Italian-American	14	14	4%			0%		0%		0%
White (Not Ital)	189	189	52%		8	4%	1	1%	1	1%
Total White	203	203	56%		8	4%	1	0%	1	0%
Unknown Ethnicity	20	20	5%		3	15%		0%		0%
Veterans	9	9	2%			0%		0%		0%
Indiv. w Disabilities	15	15	4%			0%		0%		0%

Appendix H Utilization of Individuals with Disabilities by Job Group

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

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

APPENDIX H - Utilization of Individuals with Disabilities by Job Group

2021 - 2022

Kingsborough CC

Total Individual(s) with Disabilities: 11 Percent of total reported employees: 1.3%

Category:	Staff	Indiv. with Disabilities	Rate
Executive/Administrative/Managerial			
Admin 1: Executive	17	0	0.0%
Admin 2: Managerial	97	2	2.1%
Managerial: Facilities	2	0	0.0%
Managerial: Info Tech	5	0	0.0%
Managerial: Security	4	0	0.0%
Professional Faculty			
Faculty: Professoriate	223	2	0.9%
Faculty: Librarian	11	0	0.0%
Faculty: Instructor	1	0	0.0%
Faculty: Lecturer	86	0	0.0%
Faculty: Developmental	13	0	0.0%
Professional Non-Faculty			
Accountant: Professional	4	0	0.0%
Admin 3: Professional	131	3	2.3%
Admin 5: Engineer-Architect	2	0	0.0%
Info Tech: Professional	24	1	4.2%
Nurse	1	0	0.0%
Administrative Support Workers			
Accountant: Assistant	3	0	0.0%
Administrative Assistant	16	0	0.0%
Office Assistant	41	0	0.0%
Mail Services Worker	5	1	20.0%
Technicians			
Admin 4: College Lab Technician	32	1	3.1%
Broadcast-Media	2	0	0.0%
Engineering Technician	2	0	0.0%
Info Tech: Technician	9	0	0.0%
Print Media Technician	5	0	0.0%
Craft Workers			
Skilled Trades: Supervisory	1	0	0.0%
Skilled Trades: Not Supervisory	23	0	0.0%
Laborers and Helpers	14	0	0.0%
Basic Crafts-Buildings and Grounds	8	1	12.5%
Service Workers			
Campus Public Safety Sergeant	11	0	0.0%
Campus Peace Officer	22	0	0.0%
Campus Security Assistant	8	0	0.0%
Custodial: Supervisory	8	0	0.0%
Custodial: Assistant	47	0	0.0%