

AFFIRMATIVE ACTION PLAN (AAP)

FOR ITALIAN AMERICANS

September 1, 2017– August 31, 2018

Contact:

Victoria A. Ajibade, Esq.
Office of Equal Opportunity & Diversity Management
2001 Oriental Boulevard, Suite 115
Brooklyn, NY 11235
Tel: (718) 368-6896
Email: AskOEO@kbcc.cuny.edu

This is plan is available for public review at:

The Office of Equal Opportunity & Diversity Management – Suite E115
The Office of the President— Suite A-226
The Office of the Provost and VP of Academic Affairs— Suite A218
The Office of Human Resources – Suite A201
The Library – L202

The College has prepared this document in Accessible PDF format, available upon request. Please inform the Chief Diversity Officer Victoria A. Ajibade, Esq. at (718) 368-6896 if you require assistance with reading this document due to a disability.

Table of Contents

I.	INTRODUCTION.....	4
A.	COLLEGE OVERVIEW.....	4
B.	HISTORY.....	5
C.	MISSION.....	5
D.	ORGANIZATION CHART.....	5
II.	NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES.....	5
A.	THE UNIVERSITY’S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION.....	5
B.	THE UNIVERSITY’S POLICY ON AFFIRMATIVE ACTION.....	6
C.	THE UNIVERSITY’S POLICY ON SEXUAL MISCONDUCT.....	6
D.	COLLEGE POLICY.....	6
III.	RESPONSIBILITY FOR IMPLEMENTATION.....	7
A.	PRESIDENT.....	7
B.	CHIEF DIVERSITY OFFICER.....	7
C.	COLLEGE OFFICIALS.....	7
D.	COMMITTEE(S) ON DIVERSITY AND INCLUSION.....	8
E.	UNIVERSITY MANAGEMENT.....	9
F.	FACULTY DIVERSITY STRATEGIC PLAN.....	9
IV.	WORKFORCE ANALYSIS.....	9
V.	JOB GROUPS, DISCIPLINES, AND LABOR MARKET AVAILABILITY.....	10
A.	JOB GROUPS.....	10
B.	FACULTY AND COLLEGE LABORATORY TECHNICIANS.....	12
C.	LABOR MARKET AVAILABILITY.....	12
VI.	UTILIZATION ANALYSIS (BY PROTECTED CLASS AND JOB GROUP).....	13
A.	DESCRIPTION AND RESULTS OF UTILIZATION ANALYSIS.....	13
B.	DISCUSSION OF UTILIZATION, UNDERUTILIZATION, AND PLACEMENT GOALS.....	17
VII.	OTHER ANALYSES.....	18
C.	PERSONNEL ACTIVITY.....	18
D.	RECRUITING ACTIVITY.....	21
VIII.	ACTION-ORIENTED PROGRAMS.....	22
A.	IMPLEMENTATION OF THE 2016– 2017 AFFIRMATIVE ACTION PROGRAM.....	22
B.	TARGETED PLANS FOR THE 2017-2018 AFFIRMATIVE ACTION PROGRAM.....	23
C.	ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION.....	23
D.	INTERNAL AUDIT AND REPORTING.....	24
IX.	APPENDICES.....	25
A.	SUMMARY ORGANIZATION CHART.....	25
B.	RE-AFFIRMATION LETTER.....	25
C.	JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS.....	25
D.	COLLEGE LAB TECHNICIAN CATEGORIES.....	25
E.	UTILIZATION ANALYSIS (ADMINISTRATORS/STAFF, COLLEGE LAB TECHNICIANS, FACULTY).....	25
F.	PERSONNEL ACTIVITY TABLE-EMPLOYEES.....	25
G.	SUMMARY OF RECRUITMENT ACTIVITY.....	25

List of Tables

1	Job Group / Staffing Summary
2	Changes in Job Group Structure, 2016-2017
3	Summary of Utilization Analysis
4	Personnel Actions
5	Summary of Campus Programs, 2016-2017
6	Planned Campus Programs, 2017-2018

I. INTRODUCTION

This report is the annual update of the Affirmative Action Plan (AAP) for Italian Americans, designated a protected class by CUNY's Chancellor in 1976, and for which a separate Affirmative Action Plan is prepared each year.

Date of Record for employee census:	June 1, 2017
Plan Reporting Year (basis for historical data):	July 1, 2016 – May 31, 2017
Plan Program Year (basis for planned programs):	September 1, 2017 – August 31, 2018

Note that for this year, the University adjusted the reporting schedule, and the past Plan Reporting year is shorter.

This Plan is available for public review at:

The Office of Equal Opportunity & Diversity Management – Suite E115
The Office of the President— Suite A-226
The Office of the Provost and VP of Academic Affairs— Suite A218
The Office of Human Resources – Suite A201
The Library – L202

A. COLLEGE OVERVIEW

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

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

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

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

Kingsborough serves approximately 20,000 students taking credit courses and another 14,000 students taking non-credit and continuing education courses.

B. HISTORY

C. MISSION

D. ORGANIZATION CHART

Appendix A displays an organization chart.

II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

As a part of The City University of New York, a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," delineated in Executive Order 11246 include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include two or more races.

CUNY has posted its policies and procedures on non-discrimination, sexual misconduct, and affirmative action on its website.

[Click for CUNY's Policies \(www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html\)](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)

A. THE UNIVERSITY'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

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

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

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

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

B. THE UNIVERSITY'S POLICY ON AFFIRMATIVE ACTION

The University's overall policy on Affirmative Action, dated 5/28/1985, is part of CUNY's Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

C. THE UNIVERSITY'S POLICY ON SEXUAL MISCONDUCT

The Policy on Sexual Misconduct (effective 1/1/2015) addresses sexual harassment, gender-based harassment and sexual violence.

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

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, 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;
- 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and
- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

D. COLLEGE POLICY

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

Appendix B contains a copy of the annual Reaffirmation Letter.

III. RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in creating an inclusive community, the College has designated specific responsibilities to enable the implementation of Affirmative Action programs.

A. PRESIDENT

The President has primary responsibility to lead and oversee implementation of Affirmative Action and diversity programs and assures compliance with federal, state, and city laws, rules and regulations as well as City University of New York policies. In this area of responsibility, the President:

- Designates personnel responsible for aspects of Affirmative Action, diversity, and compliance, including a Chief Diversity Officer (CDO), 504/ADA Coordinator and Title IX Coordinator, and ensures responsible personnel have the authority, staff, and other resources to successfully implement their assigned responsibilities
- Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of *Re-Affirmation Letter* in **Appendix B.**)
- Submits required reports to University offices and external parties as needed.

B. CHIEF DIVERSITY OFFICER

The President has designated Victoria A. Ajibade, Esq. as the Chief Diversity Officer (CDO). As the President's primary designee, the CDO:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes relevant policies, notices and revisions; ensures integration into training programs, search committee orientations, websites, and other media (e.g., Policy on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct; Affirmative Action Policy; Contact Information for the CDO, Title IX Coordinator and 504/ADA Coordinator)
- Prepares and communicates Affirmative Action Plan reports and evaluates the impact of specific initiatives and Affirmative Action programs overall
- Consults with Search Committees and hiring managers on recruitment and selection, overseeing search plans and effective recruitment/selection strategies to promote a diverse workforce
- Assures the College's participation in university-wide initiatives promoting diversity and inclusion.

C. COLLEGE OFFICIALS

College Officials - executives, department chairpersons, managers, and supervisors - are crucial partners in the equal employment/affirmative action program. They help ensure compliance with the College's affirmative action policy, foster an inclusive environment, and assist in developing, maintaining, and implementing the Affirmative Action Plan.

D. COMMITTEE(S) ON DIVERSITY AND INCLUSION

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

Committee members in this Plan Year were:

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

Leadership and Vision Sub-Committee

Stephanie Akunvabey— Co-Chair, Director of Academic Affairs
Chris Calienes— Co-Chair, Assoc. Director of Institutional Research
Joanne Russell, VP of Academic Affairs and Provost
Richard Fox, VP of Institutional Research

Faculty/Staff Teaching and Learning Sub-Committee

Janine Graziano—Director of KTCL
Lisa Paler— Faculty, History
Anthony Andrews— Director of Government Affairs
Evrick Brown— Faculty, Behavioral Sciences
Mabel Chee— Director of Development
Mark Eaton— Faculty, Library
Richard Fox, VP of Institutional Research
Raebeka King— Faculty, Library
Michael Klein—Registrar
Ronna Levy— Faculty, English
Kamili Posey— Faculty, History
Samantha Sierra – Director of Opening Doors
Loretta Taras – Director of Kingsborough Center for E-Learning
Tisha Ulmer – Faculty, English

Faculty Engagement and Communication Sub-Committee

Dawn Walker, AVP of Communications and Marketing
Tasheka Sutton-Young, Chief of Staff
Babette Audant— Director of Center for Economic and Workforce Development (CEWD)
Elizabeth Basile— VP of Institutional Advancement
Sarah Bradwisch— Faculty, Nursing
Jennifer Corby— Faculty, History
Reza Fakhari, VP of Workforce Development
Marissa Joseph— Director of Career Services

Alissa Levine— Director of Operations, CEWD
Javier Morgades—Assoc. Director of Admissions
Janine Palludan— Assoc. Director of Academic Affairs
Jorge Zamudio— Faculty, Nursing

Data and Technology Sub-Committee

Chris Calienes— Co-Chair, Assoc. Director of Institutional Research
Linda Biancorosso – Director of Institutional Research
Scott Cally – Faculty, Communications & Performing Arts
Mabel Chee— Director of Development
Daniel Collins – Faculty, Math
Asif Hussain – AVP and CIO of Information Technology
Gabrielle Kahn – Faculty, English
Amanda Kalin – Director of Curriculum Development and Program Planning
Lauren Levesque – Assoc. Director of Institutional Analysis
Michael McMorris – Faculty, History
Maureen Minielli – Faculty, Communications & Performing Arts
Matthew Papier – Director of Testing
Cheryl Smith – Faculty, English
Tara Yarczower – Director of Veteran Affairs

E. UNIVERSITY MANAGEMENT

The University’s Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis. These reports include both university-wide and college-specific data. The University posts these reports on-line.

http://www2.cuny.edu/about/administration/offices/hr/diversity-and-recruitment/#cuny_workforcedeomographics

F. FACULTY DIVERSITY STRATEGIC PLAN

The College has developed overall strategies and goals for implementing Affirmative Action practices related to the hiring and promotion of faculty. The Faculty Diversity Strategic Plan addresses recruitment, retention, and the impact of organizational climate on faculty. This process began with a University-wide initiative starting in 2011. Each College has developed a corresponding plan for 2013–2018, and updates the plan annually. It will be made available online on the College’s Office of Equal Opportunity and Diversity Management webpage. It is currently available in hard copy at the following locations:

The Office of Equal Opportunity & Diversity Management – Suite E115
The Office of the President— Suite A-226
The Office of the Provost and VP of Academic Affairs— Suite A218
The Office of Human Resources – Suite A201
The Library – L202

IV. WORKFORCE ANALYSIS

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order as defined by CUNY's university-wide reporting systems.

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, with an effective date of June 1, 2017 (i.e., full-time employees either active or on paid leave as of June 1). This analysis omits individuals not identified as CUNY employees, such as individuals employed by CUNY's Research Foundation and student workers. We created the data extract on July 24, 2017.

To evaluate representation by race/ethnicity, we use federally mandated categories of Asian, Black/African American, and Hispanic. As employees who identify as American Indian/Alaska Native or Hawaiian/Native Pacific Islander comprise less than two percent of both CUNY's workforce and the local population, they are included in the Total Minority category, as are persons identifying with Two or More Races. Individuals identifying as Hawaiian/Native Pacific Islander are included in the Asian category.

For the Italian American Plan only, individuals identifying as Italian American are included as a separate category. The Federal determination is applied first. Individuals who identify as both White and Italian American are removed from the White category and analyzed in the Italian American category. We calculate "Total Minority" as it is under the Federal Plan. To permit comparisons, Total Minority does not include Italian American.

All employees have identified a gender; however (1) employee either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race). Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group if they did not disclose one.

We use the Workforce Analysis to review overall representation of females or minorities by organizational unit (division and/or department) and by title/rank within organizational unit. The Workforce Analysis Report is a large document available for review upon request.

V. JOB GROUPS, DISCIPLINES, AND LABOR MARKET AVAILABILITY

We base further analyses on assigning the workforce to groups of similar jobs. Further, we analyze faculty by instructional program (discipline) and college laboratory technicians by general purpose.

A. JOB GROUPS

We develop job groups (or Affirmative Action Units) by grouping similar job titles based on duties, qualifications, and other conditions of employment. The University reviews job groupings as titles, job duties, or conditions of employment change. Table 1 lists the current roster of job groups in use at the University.

For this plan year, the University conducted an in-depth review and we have listed material changes below (Table 2). In some cases, there is an impact on year-to-year comparisons but it appears long-term the results will be more relevant to recruiting and retaining and diverse workforce.

Appendix C presents the College's job groups, title assignments, and summary staffing. It also includes details on calculations of Labor Market Availability.

Table 1
Roster of University job groups with college staffing, 6/1/17

Category	Group	Total Staffing	Females	Minorities	Italian Americans
Executive/Administrative/Managerial	Administration 1 (Executives)	16	7	8	4
	Administration 2 (Managers)	101	73	60	2
	Facility Manager	3	0	1	1
	IT Computer Manager	5	0	1	0
	Security Manager	3	0	2	0
Professional - Faculty	Faculty-Developmental	15	9	3	2
	Faculty-Instructor	6	4	1	0
	Faculty-Lecturer	82	44	27	8
	Faculty-Professorial	252	136	68	34
Professional – Non-Faculty	Accountant	6	5	1	1
	Administration 3 (General Admin)	120	87	71	7
	Administration 5 (Engineers/Architects)	3	1	1	0
	IT Computer Professional	23	6	14	1
	Nurse	1	1	0	0
Administrative Support Workers	Accountant Assistant	4	4	1	1
	Administrative Assistant	18	18	3	4
	Office Assistant	49	45	11	12
	Mail Services Worker	4	1	1	2
Craft Workers and Related	Basic Crafts-Buildings and Grounds	10	0	4	2
	Laborers and Helpers	17	0	14	1
	Skilled Trades	21	0	6	4
	Skilled Trades-Supervisor	2	0	0	0
Technicians	Administration 4	35	17	16	2
	Broadcast/Media	2	0	0	2
	Engineering Technician	2	2	2	0
	IT Support Technician	11	5	7	1
	Print Shop	7	0	4	1
Service Workers	CPO Level 1	29	6	27	1
	CPO Level 2	2	0	0	0
	CPO Sergeant	14	5	12	1
	Custodial	60	15	52	1
	Custodial Supervisor	6	2	6	0

Table 2
Changes in Job Group Structure, 2016-2017

Title	Change
Senior Registrar, Registrar, Architectural Intern, Engineering Intern, Elevator Starter, CUNY Technical Support Aide, Multi Color Press Camera Operator, College Computer Photo Typesetter, CUNY Secretarial Assistant, CUNY Technical Support Aide, Office Aide, Campus Security Officer Level 2, Campus Peace Officer Level	Removed titles retired from CUNY system or marked "incumbent only" with no remaining incumbents

Title	Change
3	
CUNY START Instructor CUNY CLIP Instructor	Added as full-time titles in 2017; assigned to a new “Developmental Faculty” job group
Business Data Analyst	Introduced last year, but has seen substantial hiring and may appear in analyses for the first time
Laborer, Maintenance Worker, Electrician Helper, Steamfitter Helper, Plumber Helper	Moved from Skilled Trades to a “Laborers and Helpers” job group consistent with duties and accepted occupational categories
Computer Specialist	Split into separate groups consistent with duties and accepted occupational categories: “IT Computer Professional” and “IT Support Technician”
Administrative Superintendent of Buildings and Grounds and Chief Administrative Superintendent of Buildings and Grounds	Combined into a “Facilities Manager” job group given overlap in job duties

B. FACULTY AND COLLEGE LABORATORY TECHNICIANS

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

The only systemic adjustment made to groups this year was that in adding CUNY START and CUNY CLIP Instructors, a “Developmental Education” group was added, and some faculty in related programs were assigned to this group.

We analyze College Laboratory Technicians by general purpose. We previously assigned them to as many as six separate groups. Assignment to specialized groups was losing its relevance and differences in labor market availability between groups was minimal. We now assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians in Science, Technology, and Engineering, and College Laboratory Technicians - Other.

Appendix D-1 details the academic program assignments used for College Laboratory Technicians. As stated above, we do not utilize academic program assignments for faculty in this Plan.

C. LABOR MARKET AVAILABILITY

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

The University calculates availability by job group and discipline, based on internal and external factors. The internal labor market is an estimate of eligible employees on a promotional path into a job group. The external labor market uses location and qualifications of individuals available for employment, typically an education factor and a geographic factor. Educational data comes from “earned degrees conferred” information from the U.S. Department of Education and other information comes from the *American Community Survey* of the U.S. Census

(2007 - 2011). Geographic factors may be National (generally for highest-level positions and faculty), Regional (the four-state region of New York, New Jersey, Pennsylvania, and Connecticut), or Local (New York City).

CUNY updated labor market availability figures as part of a review conducted every other year. Most notable is that where post-secondary degree is a factor, we adjusted the date of degree conferred from 2011-2012 to 2013-2014. We also made some adjustments to account for changes in internal promotion eligibility.

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

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

VI. UTILIZATION ANALYSIS (BY PROTECTED CLASS AND JOB GROUP)

A. DESCRIPTION AND RESULTS OF UTILIZATION ANALYSIS

The College reviewed its employee population by Job Group and protected class as compared with Labor Market Availability. We omit analyses for groups of fewer than five employees due to limited reliability.

We assess differences between the workforce and the general labor market (availability). We report “underutilization” when significantly fewer minorities or women are employed than we would reasonably expect given availability (i.e., greater than 20% difference). We also calculate underutilization for Italian Americans in this Plan. We calculate this difference in terms of full-time equivalent employees.

Where there is underutilization for females, minorities, or Italian Americans, the College uses the underutilization figure as a Placement Goal for the recruitment and/or promotion with the job group.

Table 3 (following pages after this section) summarizes the employees assigned to each job group, their underutilization, and a comparison of underutilization to that reported in the prior year (where relevant given changes in employee groupings).

Appendix E provides detail for each individual Job Group/Affirmative Action Unit and Discipline/Purpose (Faculty and College Laboratory Technicians).

Table: Summary Utilization - Faculty (IA)

Kingsborough CC

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

Job Category and Total 2017 Staff	Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-Amer.	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016

EEO Category: Professional Faculty

Job Group: Faculty-Professorial	252	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Group: Faculty-Lecturer	82	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>
Job Group: Faculty-Instructor	6	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Job Group: Faculty-Developmental	15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Table 3: Summary Utilization - College Lab Technicians (IA)

Kingsborough CC

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

This version compares the underutilization numbers by job group for College Laboratory Technicians as reported to the CUNY Trustees over this past year. It is based on 2016 Affirmative Actions Plans that were edited and corrected during the Winter and Spring of 2017.

In 2016, a single underutilization was calculated for all College Lab Technicians based on a blended rate of up to six categories. In 2017, CUNY began to calculate two utilization figures to represent only two categories. In the chart below, the 2016 figures represent total College Lab Technicians regardless of category. As a result, prior year results should be considered informational but not comparable.

Job Category	UNDERUTILIZATION													
	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-Amer.	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016

EEO Category: Technicians

Job Group: Administration 4 (College Lab Tech)

College Lab Tech - Science, Tech, Eng.	17	39					1							2
College Lab Tech - Other	18	39					1	1					1	2

Table 3: Summary Utilization - Staff (IA)

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

This version compares the underutilization numbers by job group for Executive, Administrative, and Staff positions to 2016 findings as reported to the CUNY Trustees over this past year. It is based on 2016 Affirmative Actions Plans that were edited and corrected during the Winter and Spring of 2017.

This chart reflects changes to groups in 2017. Laborers and Helpers and IT Support Technicians are new groups in 2017; 2016 underutilization is included under Skilled Trades and IT Professional groups, respectively. The Facility Manager group combines 2016 groups of Admin Superintendent and Chief Admin Superintendent; 2016 results for these groups were combined.

Job Category and Group	UNDERUTILIZATION													
	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino		Ital-Amer.	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Category:														
Administration 1 (Executives)	16	17		2										
Administration 2	101	101					6	5					7	7
Administration 3	120	121					3	3					7	5
CPO Level 1	29	33	2	5			2	1			2	5	3	3
CPO Sergeant	14	12				1			3	3				
Custodial Supv	6	7											1	1
Category: Executive/Administrative/Managerial														
IT Computer Manager	5	5	1	1			1	1					1	1
Category: Professional Non-Faculty														
Accountant	6	8			3	4	2	1	2	2				
IT Computer Professional	23	34					2	2					2	2
Category: Administrative Support Workers														
Administrative Assistant	18	15			10	10	1	1	4	5	5	4		
Office Assistant	49	57		1			1				2	2		
Category: Craft Workers														
Basic Crafts-Buildings and Grounds	10	4	2								2			
Laborers and Helpers	17		3										1	
Skilled Trades	21	47	1	1							1	3		
Category: Technicians														
IT Support Technician	11												1	
Print Shop	7	8	2	1				1						
Category: Service Workers and Others														
Custodial	60	64		1							4	6	4	4

B. DISCUSSION OF UTILIZATION, UNDERUTILIZATION, AND PLACEMENT GOALS

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

The fact that the University updated job groupings and Labor Market Availability for this plan year might influence findings for some groups, although typically these changes are not major. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups.

VII. OTHER ANALYSES

C. PERSONNEL ACTIVITY

As per the Federal *Uniform Guidelines on Employee Selection*, we analyze personnel actions for potential adverse impact (i.e., personnel selections at a substantially different rate for underrepresented groups). We review this data by job group.

Presenting this data by job group, as the data was previously reviewed by EEO-6 category. This year we also updated definitions of job actions to coordinate with data categories assigned by our system of record, CUNYFirst.

Appendix F provides detail on personnel activity for incumbent employees.

- F-1 Job Actions by Job Group and Ethnicity
- F-2 Job Actions by Job Group and Gender

- F-3 Faculty Tenure Actions by Department, Title, and Ethnicity
- F-4 Faculty Tenure Actions by Department, Title, and Gender

We compare changes in title between reference dates (this year, between July 1, 2016 and June 1, 2017), adding individuals who did not remain employed for an entire plan year. The reports track hires and other actions on the basis of when the change occurred (effective date), not the date it was approved (which for some jobs might have occurred in the previous plan year).

The table below details the types of employment activity captured. Many personnel actions involve leaving one job group to take a position in another group and are reported as a combination of a separation and a hire (i.e., an employee is noted as having left one group and having joined another group). Other types of status changes, including a change from Substitute, Acting, or Temporary status to regular status, are noted but not included in counts of hires and separations.

Of particular interest is Tenure, a permanent status granted to faculty and College Laboratory Technicians. Lecturers are eligible for a Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements, and professorial faculty are subject to an additional review process. Departmental and College-wide Personnel and Budget Committees (P&B) review applications and present recommendations to the President, who recommends candidates to the CUNY Board of Trustees. Individuals reported for this year generally received tenure/CCE status effective on September 1, 2016. College Laboratory Technicians generally receive tenure automatically following a given number of years of service and are not included in the Tenure report.

Table 4
Personnel Actions

Category	Activity	Definition
Joined Group	Employee has joined a job group to which they did not belong as of the prior census date.	
	Hire	Employed at the college for the first time, or re-hired after a break in service. May include employees who previously worked at another CUNY College or elsewhere in government service and individuals appointed through the Civil Service Transfer Roster process.
	Advanced from a Lower Group	Employee joined job group by taking a new job that would normally be considered a career advancement. This is counted as a hire in the new group, and a separation in the old group.
	Joined Executives from Faculty	Considered neither a career advancement nor other change, when a faculty member leaves a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment and may return to it eventually.
	Joined Faculty from Executives	Considered neither a career advancement nor other change, when a faculty member returns to a faculty appointment after serving in Executive ranks.
	Joined/Transferred from Other Group	Other change, such as a job change which represents a change in career direction, or where there is no stated or implied career advancement.
Left Group	Employee has left a job group they were part of as of the prior census date.	
	Separation	Employee has left employment in the College, whether or not he/she has moved to another CUNY College.
	Separation within plan year	Employee was hired and separated from College within the same plan year (counted as both a Hire and a Separation)
	Left to Advance to Higher Group	Employee left job group by taking a new job that would normally be considered a career advancement.
	Left Executives to Return to Faculty	Considered neither a career advancement nor other change, when a faculty member returns to a faculty appointment after serving in Executive ranks.
	Left Faculty to Move to Executives	Considered neither a career advancement nor other change, when a faculty member leaves a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment and may return to it eventually.

Category	Activity	Definition
	Left Group – Other Title Change (Not Advancement)	Other change, such as a job change which represents a change in career direction, or where there is no stated or implied career advancement.
Move Within Job Group	Employee has a title change but has not changed job group.	
	Advanced Within Group	Employee has taken a higher title within the group. This might be a higher level of the same title (e.g., IT Assistant Level 1 to IT Assistant Level 2) or a higher job title (e.g., IT Assistant to IT Associate).
	Title Change Within Group-Other (Not Advancement)	Employee has taken another title with a job group where there is no stated or implied career advancement.
Status Change	Employee has a change in the status of their appointment. <u>Note in previous years, some status changes were treated as a combination of a separation and a hire;</u> however the employee never changed job title or duties. Beginning with this report we will note that change in status separately from hire/separation status.	
	Regular Status to Acting-Substitute Status	Employee was a regular employee as of the prior census date but has taken a position with a substitute status, most likely as a trial period in a higher title.
	Acting-Substitute Status to Regular Status	Employee was a substitute employee as of the prior census but has been granted a regular status, most often through a search process.
	Temporary to Regular Appointment	Generally applies only to Civil Service employees, where employee has moved from a temporary (3-month) assignment to one of the standard Civil Service regular appointment categories (non-competitive, provisional, or probable permanent).
	Visiting Faculty to Regular Status	A member of the Visiting faculty has taken a regular faculty appointment (e.g., Visiting Assistant Professor to Assistant Professor)
	Visiting Faculty to Substitute Status (Rare)	A member of the Visiting faculty has taken a substitute appointment, either as a substitute faculty member or a substitute Research Associate.
Tenure Actions	<p>Actions related to the granting or denial of tenure to faculty members. May include Tenure or Certificate of Continuous Employment (CCE), a status granted to certain non-professorial faculty titles.</p> <p>Tenure actions are reported by Department, not job group, however, the job title is reported in the chart.</p>	

Category	Activity	Definition
	Awarded Tenure	Awarded Tenure or CCE following a review process.
	Hired with Tenure	Upon initial hire, granted tenure. Generally due to having a tenured status at a previous institution.
	Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment.

For the Faculty Development AAU, 2 Italian-Americans joined the job group and in Faculty – Professorial group, 2 Italian Americans also joined; however, in the Faculty – Lecturers group, 1 Italian-American left the AAU.

1 female Italian-American received tenure as an Associate Professor during this reporting period.

D. RECRUITING ACTIVITY

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

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

Unlike the Utilization Analysis, which compares employee data to labor market availability, the standard in evaluating recruiting data is “Impact Analysis”: whether females and minorities have a selection rate at least 80% of the selection rate of males and whites. The Chief Diversity Officer also typically reviews applications from the standpoint of labor market availability prior to certifying the applicant pool.

Appendix G summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer between July 1, 2016 and May 31, 2017.

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

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

- Applicant Qualified individual submitting an application for a specific position
- Interview Selected for an interview, and interviewed (did not withdraw)
- Offer/Hire Selected for the position.

In the normal conduct of business, the Chief Diversity Officer reviews demographic data for individual

searches/job postings. As job searches are performed by many units throughout the organization, data at that level is the most useful in making real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

This data cannot accurately be analyzed as the limitations presented by the layout of the recruiting activities tables does not account for the various stages of the interview process. Traditionally, after the CDO certifies the applicant pool as diverse, the search committee will (when appropriate) select 2 to 3 finalists to be interviewed by the hiring-manager. Additionally, the subject table also does not reflect when an AAU has multiple vacancies being filled contemporaneously.

VII. ACTION-ORIENTED PROGRAMS

In this section, the College assessed the programs over the prior year from the standpoint of the findings in the previous sections of this report. The College evaluates how it has, or has not, achieved its goals. We identify future programs and activities in light of the coming year’s goals.

A. IMPLEMENTATION OF THE 2016– 2017 AFFIRMATIVE ACTION PROGRAM

Table 3 (previously referenced) and the discussion of the previous section summarize prior year goals and accomplishments in addressing underutilization.

Kingsborough continued to make good faith efforts to recruit candidates from protected groups, including Italian-Americans. Kingsborough’s Office of Equal Opportunity and Diversity Management administers charge instructions to each search committee for every full time position. At each charge, the search committee is reminded that Italian-Americans are protected group pursuant to CUNY policy.

Table 5
Summary of Campus Programs, 2016-2017

Program / Effort	Impact/Discussion
During the reporting period, the interim College President self-identifies as being of Italian heritage.	
During the reporting period, a new Diversity sub-Committee (Faculty Engagement and Communication) was created. VP of Institutional Research Elizabeth Basile who self-identifies as Italian-American, chairs this sub-committee.	The action-oriented programs designed to address the underutilization of Italian-Americans. The College engaged in these action-oriented programs to ensure these initiatives addressed any issues that may exist related to the recruitment and retention of Italian-Americans at the college.
The Diversity Faculty Interest Group (DFIG), which meets periodically, discuss matters such as recruitment and diversity in the College community.	The action-oriented programs designed to address the underutilization of Italian-Americans. The College engaged in these action-oriented programs to ensure these initiatives addressed any issues that may exist related to the recruitment and retention of Italian-Americans at the college.
The College’s Office of Academic Affairs helps disseminate information about the University’s Faculty Fellowship Publication Program. This diversity initiative was created to assist junior faculty with the design and execution if high quality	The action-oriented programs designed to address the underutilization of Italian-Americans. The College engaged in these action-oriented programs to ensure these initiatives addressed any issues that may exist related to the recruitment and retention of Italian-

Program / Effort	Impact/Discussion
scholarly publication.	Americans at the college.

B. TARGETED PLANS FOR THE 2017-2018 AFFIRMATIVE ACTION PROGRAM

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

Table 3 (previously referenced) summarizes Affirmative Action goals to address specific areas of underutilization.

Table 6
Planned Campus Programs, 2017-2018

Program / Effort	Goals/Expected Impact
Placement of prominent advertisements in the flagship publication of the National Italian-American Association, The Ambassador, three issues per year.	To emphasize the University and the College’s commitment to equal employment opportunity at CUNY for Italian-Americans.
Placement of prominent notices in the New York Times, twice per year.	
Includes mention of Italian Americans as a protected group in all posted job vacancy notices.	To emphasize the University and the College’s commitment to equal employment opportunity at CUNY for Italian-Americans.
The University meets periodically with representatives of the John D. Calandra Italian-American Institute to collaboratively evaluate and plan Italian-American targeted out-reach activities.	The John D. Calandra Italian-American Institute of Queens serves an intellectual and cultural center for Italian-American studies. Their program and events are open to the university community.

C. ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

The John D. Calandra Italian American Institute of Queens College serves as an intellectual and cultural center for Italian Americans and those interested in Italian American Studies. Programs and events are open to the University community.

The College’s Action-Oriented programs benefit from University-wide recruitment, diversity, and compliance programs; the University:

- Sends job postings to State Workforce Agencies and Veterans’ career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and underrepresented groups, and a participation in a national network dedicated to higher education recruiting;
- Maintains social media accounts for recruitment and employment branding;
- Promotes university-wide Civil Service examinations;
- Publishes guides and training materials on effective and compliant search practices
- Provides training and ongoing updates to Chief Diversity Officers.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam. Typical faculty vacancies are

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

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

D. INTERNAL AUDIT AND REPORTING

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

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

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

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

VIII. APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

D. COLLEGE LAB TECHNICIAN CATEGORIES

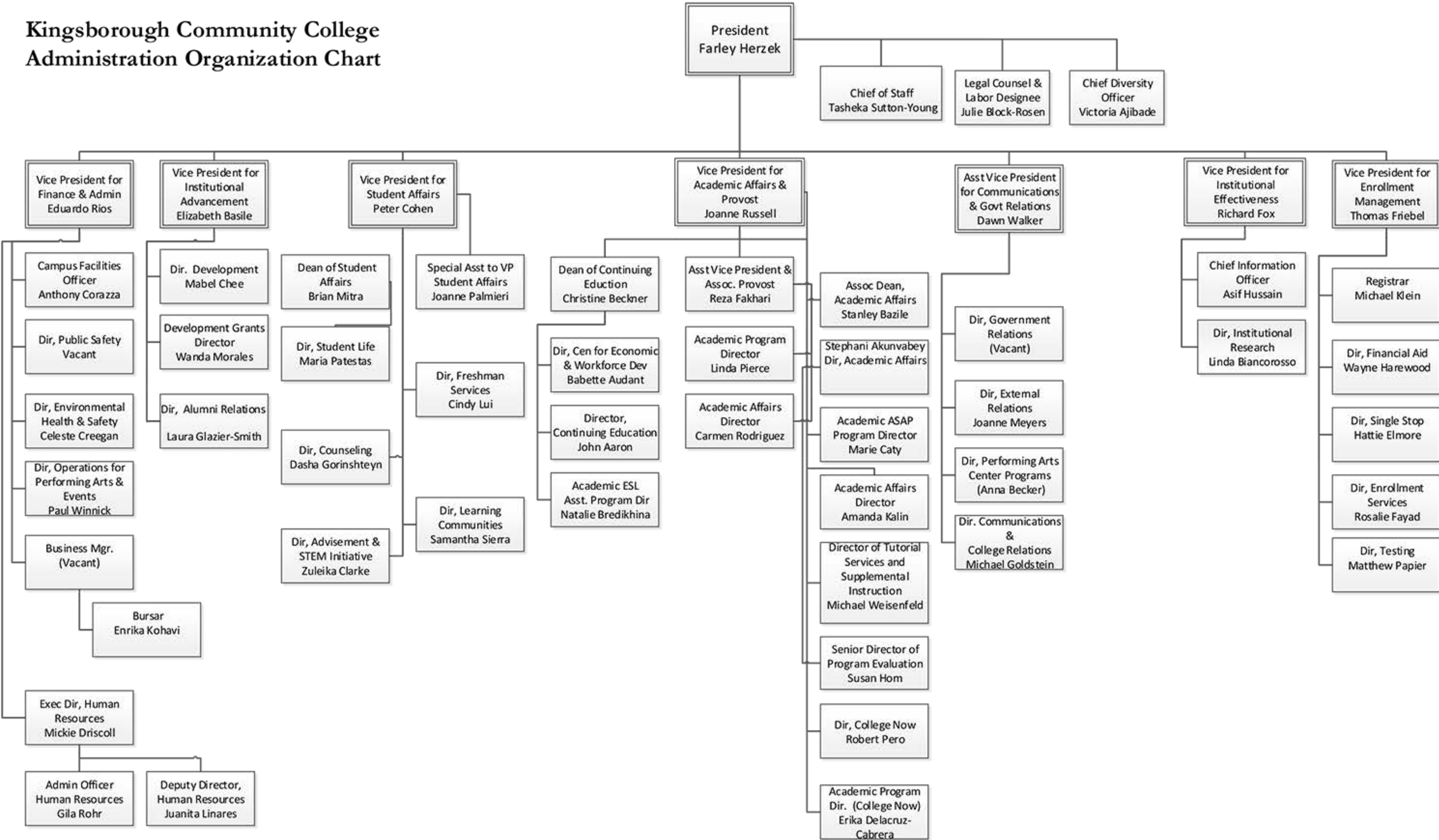
E. UTILIZATION ANALYSIS (ADMINISTRATORS/STAFF, COLLEGE LAB TECHNICIANS, FACULTY)

F. PERSONNEL ACTIVITY TABLE-EMPLOYEES

G. SUMMARY OF RECRUITMENT ACTIVITY

This Appendix provides a high-level organization chart.

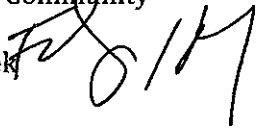
Kingsborough Community College Administration Organization Chart



This Appendix provides a copy of the Reaffirmation Letter distributed this past Plan Year.

OFFICE OF THE PRESIDENT

To: Kingsborough Campus Community

From: President Farley Herzek 

Date: September 1, 2016

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 local, state, federal, and CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

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

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Office of Equal Opportunity & Diversity Management (OEO) headed by Chief Diversity Officer, Victoria A. Ajibade, Esq. Ms. Ajibade also serves as Kingsborough's 504/ADA Coordinator and manages the College's Title IX Coordinator, Brian J. Brennan. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. OEO is located in the Academic Village, Room 125 and the telephone number is (718) 368-6896. You may also email OEO at: AskOEO@kbcc.cuny.edu. Additionally, any individual who believes that he or she has experienced employment discrimination should immediately contact OEO.

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

This report lists only those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets.

For each group, there is also a description of labor market availability factors to be utilized in later exhibits. Factor 1 (LMA Factor 1) represents an external Labor Market availability factor. The data used to determine Italian American labor market availability is then listed. Factor 2 (LMA Factor 2) represents an internal Labor Market availability factor, if any (e.g., employees with eligibility to be promoted into the title) Where applicable, it is used for employees of all groups.

Comments are provided summarizing changes from prior years' reports and other relevant information.

929 Employees

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

16 Employee(s) in Group

Executive Compensation Plan (Other Than Chief Executive)

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

Titles Included in Group

Administrator	1 Employee(s) in Title
Assc Administrator	1 Employee(s) in Title
Asst Administrator	1 Employee(s) in Title
Asst Vice President	3 Employee(s) in Title
Dean	3 Employee(s) in Title
Vice President	7 Employee(s) in Title

Administration 2 (Manager)

101 Employee(s) in Group

Manager-Level Administrators

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

Titles Included in Group

HE Associate	58 Employee(s) in Title
HE Officer	43 Employee(s) in Title

Facility Manager

3 Employee(s) in Group

Facility Superintendents (Managerial)

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

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

Titles Included in Group

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

Category: Executive/Administrative/Managerial

IT Computer Manager

5 Employee(s) in Group

Information Technology Managers (Managerial)

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)	Weighted At	100.00%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

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

Security Manager

3 Employee(s) in Group

Campus Security Managers (Managerial)

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

Titles Included in Group

Campus Security Asst Dir	2 Employee(s) in Title
Campus Security Dir	1 Employee(s) in Title

Category: Professional Faculty

Faculty-Developmental

15 Employee(s) in Group

Development Program Faculty

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

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

Titles Included in Group

CLIP Instructor	7 Employee(s) in Title
CUNY Start Instructor	8 Employee(s) in Title

Faculty-Instructor

6 Employee(s) in Group

Instructor Faculty, excluding Instructor Librarians

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

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

Titles Included in Group

Instructor	6 Employee(s) in Title
------------	------------------------

Faculty-Lecturer

82 Employee(s) in Group

Lecturer Faculty, excluding Lecturer Librarians

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

LMA Factor 1	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields	Weighted At	100.00%
Italian-Amer.	For the Italian American Plan, reviewed by Job Group overall using 2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% for Italian American B.A. degree holders ages 21-65; 100% First Ancestry and 50% Second Ancestry		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Dist Lecturer	2 Employee(s) in Title
Lecturer	76 Employee(s) in Title
Lecturer Doct Sch	4 Employee(s) in Title

Category: Professional Faculty

Faculty-Professorial

252 Employee(s) in Group

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians)

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

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

Titles Included in Group

Assc Professor	68 Employee(s) in Title
Asst Professor	116 Employee(s) in Title
Professor	68 Employee(s) in Title

Category: Professional Non-Faculty

Accountant 6 Employee(s) in Group

Accountants (Professionals)

LMA Factor 1	Internal Only	Weighted At	0.00%
Italian-Amer.	Internal Only		
LMA Factor 2	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.	Weighted At	100.00%

Titles Included in Group

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

Administration 3 (Professional) 120 Employee(s) in Group

Administrators (Professionals)

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

Titles Included in Group

Asst to HEO	55 Employee(s) in Title
HE Assistant	65 Employee(s) in Title

Administration 5 (Engineer-Architect) 3 Employee(s) in Group

Engineers and Architects and related professional staff

LMA Factor 1	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)	Weighted At	100.00%
Italian-Amer.	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Architect	1 Employee(s) in Title
Architect Asst	1 Employee(s) in Title
Project Mgr	1 Employee(s) in Title

Category: Professional Non-Faculty

IT Computer Professional

23 Employee(s) in Group

Information Technology Professionals

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

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900)	Weighted At	100.00%
Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900); 100% First Ancestry and 50% Second Ancestry for Italian Americans		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

IT Associate	6 Employee(s) in Title
IT Asst	15 Employee(s) in Title
IT Sr Associate	2 Employee(s) in Title

Nurse

1 Employee(s) in Group

Nurses

LMA Factor 1	As no unit within CUNY has a minimum of five employees, no availability was calculated	Weighted At	100.00%
Italian-Amer.	As no unit within CUNY has a minimum of five employees, no availability was calculated		
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Nurse	1 Employee(s) in Title
-------	------------------------

Category: Technicians

Administration 4 (College Lab Tech)

35 Employee(s) in Group

College Laboratory Technicians (abbrev CLT).

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

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

Titles Included in Group

Chief College Lab Tech	4 Employee(s) in Title
College Lab Tech	18 Employee(s) in Title
Sr College Lab Tech	13 Employee(s) in Title

Broadcast/Media

2 Employee(s) in Group

Broadcast and Mass Media Technicians

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

Titles Included in Group

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

Engineering Technician

2 Employee(s) in Group

Engineering and Architectural Technicians

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

Titles Included in Group

Facilities Coord	2 Employee(s) in Title
------------------	------------------------

Category: Technicians

IT Support Technician

11 Employee(s) in Group

IT Technical Support Workers

In 2017, split from the Professional IT Staff

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

Titles Included in Group

IT Support Asst	11 Employee(s) in Title
-----------------	-------------------------

Print Shop

7 Employee(s) in Group

Print Shop and Related Tech Workers

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

Titles Included in Group

Graphics Designer	1 Employee(s) in Title
Print Shop Assistant	3 Employee(s) in Title
Print Shop Associate	2 Employee(s) in Title
Print Shop Coordinator	1 Employee(s) in Title

Category: Administrative Support Workers**Accountant Assistant****4 Employee(s) in Group**

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)	Weighted At	100.00%
--------------	--	-------------	---------

Italian-Amer.	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150); 100% First Ancestry and 50% Second Ancestry for Italian Americans
---------------	---

LMA Factor 2	NA	Weighted At	0.00%
--------------	----	-------------	-------

Titles Included in Group

Finance Accountant Asst

4 Employee(s) in Title

Administrative Assistant**18 Employee(s) in Group**

Administrative Support Staff-Senior Level

LMA Factor 1	Internal Only	Weighted At	0.00%
--------------	---------------	-------------	-------

Italian-Amer.	Internal Only
---------------	---------------

LMA Factor 2	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).	Weighted At	100.00%
--------------	--	-------------	---------

Titles Included in Group

CUNY Admin Asst

18 Employee(s) in Title

Mail Services Worker**4 Employee(s) in Group**

Mail Services Workers

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)	Weighted At	100.00%
--------------	---	-------------	---------

Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850); 100% First Ancestry and 50% Second Ancestry for Italian Americans
---------------	--

LMA Factor 2	NA	Weighted At	0.00%
--------------	----	-------------	-------

Titles Included in Group

Mail Message Svcs Worker

4 Employee(s) in Title

Office Assistant**49 Employee(s) in Group**

Administrative Support Staff-Entry Level

LMA Factor 1	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)	Weighted At	100.00%
--------------	--	-------------	---------

Italian-Amer.	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860); 100% First Ancestry and 50% Second Ancestry for Italian Americans
---------------	---

LMA Factor 2	NA	Weighted At	0.00%
--------------	----	-------------	-------

Titles Included in Group

Category: Administrative Support Workers

CUNY Office Assistant

49 Employee(s) in Title

Category: Craft Workers

Basic Crafts-Buildings and Grounds

10 Employee(s) in Group

Buildings and Grounds Workers

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

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

Titles Included in Group

Maintenance Worker	8 Employee(s) in Title
Motor Vehicle Mechanic	2 Employee(s) in Title

Laborers and Helpers

17 Employee(s) in Group

Entry-Level Craft Workers

In 2017, split from Skilled Trades

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

Titles Included in Group

Electrician Helper	1 Employee(s) in Title
Laborer	13 Employee(s) in Title
Stock Worker	2 Employee(s) in Title
Stock Worker Supervisor	1 Employee(s) in Title

Skilled Trades

21 Employee(s) in Group

Skilled Tradespeople

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

Titles Included in Group

Category: Craft Workers

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

Skilled Trades-Supervisor

2 Employee(s) in Group

Skilled Trades Supervisors

LMA Factor 1	Internal Only	Weighted At	0.00%
Italian-Amer.	Internal Only		
LMA Factor 2	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.	Weighted At	100.00%

Titles Included in Group

Stationary Engineer Sr	2 Employee(s) in Title
------------------------	------------------------

Category: Service Workers and Others

Campus Peace Officer-Level 1

29 Employee(s) in Group

Campus Security-Entry Level Staff

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

Titles Included in Group

Campus Peace Officer	13 Employee(s) in Title
Campus Security Asst	16 Employee(s) in Title

Campus Peace Officer-Level 2

2 Employee(s) in Group

Campus Security-Mid Level Staff

LMA Factor 1	Internal Only	Weighted At	0.00%
Italian-Amer.	Internal Only		
LMA Factor 2	CUNY Survey Spring 2011 - Permanent Campus Peace/Security Officer Level 1 - The Campus Peace/Security Officer Level 2 title is strictly promotional from the Permanent Campus Peace/Security Officer Level 1 title with years of service requirement.	Weighted At	100.00%

Titles Included in Group

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

Campus Peace Officer-Sergeant

14 Employee(s) in Group

Campus Security Supervisors

LMA Factor 1	Internal Only	Weighted At	0.00%
Italian-Amer.	Internal Only		
LMA Factor 2	CUNY Permanent Campus Peace Officer Level 1 and 2	Weighted At	100.00%

Titles Included in Group

Campus Pub Safety Sergeant	12 Employee(s) in Title
Campus Security Specialist	2 Employee(s) in Title

Custodial

60 Employee(s) in Group

Custodians-Entry Level

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

Titles Included in Group

Custodial Assistant	60 Employee(s) in Title
---------------------	-------------------------

Category: Service Workers and Others

Custodial Supervisor

6 Employee(s) in Group

Custodial Supervisors

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

Titles Included in Group

Custodial Asst Principal Supv	1 Employee(s) in Title
Custodial Sr Supervisor	1 Employee(s) in Title
Custodial Supervisor	4 Employee(s) in Title

This is a listing of academic department assignments and their mapping for the assignment of employees in the Administration 4 Group (College Laboratory Technicians) to a general purpose.

College Laboratory Technician Groups are "College Laboratory Technician - Science, Technology, and Engineering" and "All Other College Laboratory Technicians".

Note that groups of fewer than five will not be included the later utilization analyses.

35 Total Lab Tech(s)

CLT-SCI-TECH-ENG

17 College Lab Tech(s)

10033	Dept,Biological Science	6	College Lab Tech(s) in Department
10225	Dept,Physical Sci	6	College Lab Tech(s) in Department
70009	Instructional Computing	2	College Lab Tech(s) in Department
80033	Media Center	2	College Lab Tech(s) in Department
10211	Non-Clinical Nursing	1	College Lab Tech(s) in Department

CLT-OTHER

18 College Lab Tech(s)

10021	Dept Of Art	4	College Lab Tech(s) in Department
10060	Dept,Comm&Perf Arts	4	College Lab Tech(s) in Department
10134	Dept,Health,Phys Ed&Rec	3	College Lab Tech(s) in Department
75126	Ofc Students w/Disabilities	1	College Lab Tech(s) in Department
10299	Tourism & Hospitality	5	College Lab Tech(s) in Department
65120	Workforce Development Initiat	1	College Lab Tech(s) in Department

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

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks indicate no underutilization.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races. To facilitate comparison, it does not include Italian American.

Category: Executive/Administrative/Managerial

Job Group Administration 1 (Executives) 16 in Job Group
 Executive Compensation Plan (Other Than Chief Executive)

Employees in this group hold the following title(s):

- 04315 Administrator
- 04321 Assc Administrator
- 04723 Asst Administrator
- 04316 Asst Vice President
- 04314 Dean
- 04702 Vice President

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	7	8	2	5	1	4
Underutilized?					Y	
# Underutilized					0	
Actual Util%	43.8%	50.0%	12.5%	31.3%	6.3%	25.0%
Labor Market%	49.3%	29.7%	8.5%	11.1%	8.9%	6.9%

Category: Executive/Administrative/Managerial

Job Group Administration 2 101 in Job Group
 Manager-Level Administrators

Employees in this group hold the following title(s):

- 04075 HE Associate
- 04097 HE Officer

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	73	60	5	27	28	2
Underutilized?			Y			Y
# Underutilized			6			7
Actual Util%	72.3%	59.4%	5.0%	26.7%	27.7%	2.0%
Labor Market%	59.9%	41.4%	10.6%	16.3%	13.5%	8.6%

Category: Executive/Administrative/Managerial

Job Group IT Computer Manager 5 in Job Group
 Information Technology Managers (Managerial)

Employees in this group hold the following title(s):

- 04972 IT Computer Operations Mgr
- 04973 IT Computer Systems Mgr

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	0	1	0	1	0	0
Underutilized?	Y	Y	Y		Y	Y
# Underutilized	1	0	1		0	1
Actual Util%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%
Labor Market%	28.5%	26.6%	15.7%	4.3%	5.2%	15.3%

Category: Professional Non-Faculty

Job Group Accountant 6 in Job Group
 Accountants (Professionals)

Employees in this group hold the following title(s):

- 04801 Finance Accountant
- 12121 Purchasing Agent

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	5	1	0	0	1	1
Underutilized?		Y	Y	Y		
# Underutilized		3	2	2		
Actual Util%	83.3%	16.7%	0.0%	0.0%	16.7%	16.7%
Labor Market%	82.4%	70.6%	29.4%	26.5%	11.8%	0.0%

Category: Professional Non-Faculty

Job Group Administration 3 120 in Job Group
 Administrators (Professionals)

Employees in this group hold the following title(s):

- 04017 Asst to HEO
- 04099 HE Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	87	71	9	43	13	7
Underutilized?			Y			Y
# Underutilized			3			7
Actual Util%	72.5%	59.2%	7.5%	35.8%	10.8%	5.8%
Labor Market%	61.1%	37.6%	9.6%	14.3%	12.0%	11.5%

Category: Professional Non-Faculty

Job Group IT Computer Professional 23 in Job Group
 Information Technology Professionals

Employees in this group hold the following title(s):

- 04877 IT Associate
- 04875 IT Asst
- 04880 IT Sr Associate

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	6	14	3	9	2	1
Underutilized?			Y			Y
# Underutilized			2			2
Actual Util%	26.1%	60.9%	13.0%	39.1%	8.7%	4.3%
Labor Market%	26.4%	33.6%	19.7%	7.1%	5.4%	12.1%

Category: Administrative Support Workers

Job Group Administrative Assistant 18 in Job Group
 Administrative Support Staff-Senior Level

Employees in this group hold the following title(s):

04804 CUNY Admin Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	18	3	0	3	0	4
Underutilized?		Y	Y	Y	Y	
# Underutilized		10	1	4	5	
Actual Util%	100.0%	16.7%	0.0%	16.7%	0.0%	22.2%
Labor Market%	91.1%	74.0%	8.0%	38.1%	27.0%	5.4%

Category: Administrative Support Workers

Job Group Office Assistant 49 in Job Group
 Administrative Support Staff-Entry Level

Employees in this group hold the following title(s):

04802 CUNY Office Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	45	11	1	6	3	12
Underutilized?			Y		Y	
# Underutilized			1		2	
Actual Util%	91.8%	22.4%	2.0%	12.2%	6.1%	24.5%
Labor Market%	89.9%	26.5%	3.7%	11.6%	9.8%	16.7%

Category: Craft Workers

Job Group Skilled Trades 21 in Job Group
 Skilled Tradespeople

Employees in this group hold the following title(s):

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

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	0	6	1	2	3	4
Underutilized?	Y				Y	
# Underutilized	1				1	
Actual Util%	0.0%	28.6%	4.8%	9.5%	14.3%	19.0%
Labor Market%	2.5%	29.7%	2.6%	7.0%	18.7%	13.7%

Category: Craft Workers

Job Group Basic Crafts-Buildings and Grounds 10 in Job Group
 Buildings and Grounds Workers

Employees in this group hold the following title(s):

- 90698 Maintenance Worker
- 04906 Motor Vehicle Mechanic

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	0	4	1	2	1	2
Underutilized?	Y				Y	
# Underutilized	2				2	
Actual Util%	0.0%	40.0%	10.0%	20.0%	10.0%	20.0%
Labor Market%	20.0%	42.4%	2.3%	12.6%	26.0%	9.6%

Category: Craft Workers

Job Group Laborers and Helpers 17 in Job Group
 Entry-Level Craft Workers

Employees in this group hold the following title(s):

- 91722 Electrician Helper
- 90702 Laborer
- 12200 Stock Worker
- 12202 Stock Worker Supervisor

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	0	14	0	11	3	1
Underutilized?	Y		Y			Y
# Underutilized	3		0			1
Actual Util%	0.0%	82.4%	0.0%	64.7%	17.6%	5.9%
Labor Market%	17.0%	33.7%	2.6%	11.6%	18.2%	10.7%

Category: Technicians

Job Group IT Support Technician 11 in Job Group
 IT Technical Support Workers

Employees in this group hold the following title(s):

04865 IT Support Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	5	7	2	1	4	1
Underutilized?				Y		Y
# Underutilized				0		1
Actual Util%	45.5%	63.6%	18.2%	9.1%	36.4%	9.1%
Labor Market%	29.0%	32.6%	10.4%	11.7%	9.0%	14.6%

Category: Technicians

Job Group Print Shop 7 in Job Group
 Print Shop and Related Tech Workers

Employees in this group hold the following title(s):

- 04808 Graphics Designer
- 04805 Print Shop Assistant
- 04806 Print Shop Associate
- 04807 Print Shop Coordinator

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	0	4	0	2	2	1
Underutilized?	Y		Y			
# Underutilized	2		0			
Actual Util%	0.0%	57.1%	0.0%	28.6%	28.6%	14.3%
Labor Market%	28.9%	33.9%	6.5%	9.0%	16.6%	10.4%

Category: Service Workers and Others

Job Group CPO Sergeant 14 in Job Group
 Campus Security Supervisors

Employees in this group hold the following title(s):

- 04846 Campus Pub Safety Sergeant
- 04845 Campus Security Specialist

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	5	12	1	5	6	1
Underutilized?				Y		
# Underutilized				3		
Actual Util%	35.7%	85.7%	7.1%	35.7%	42.9%	7.1%
Labor Market%	22.6%	85.9%	6.1%	55.1%	23.8%	1.5%

Category: Service Workers and Others

Job Group CPO Level 1 29 in Job Group
 Campus Security-Entry Level Staff

Employees in this group hold the following title(s):

- 04844 Campus Peace Officer
- 04841 Campus Security Asst

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	6	27	0	21	6	1
Underutilized?	Y		Y		Y	Y
# Underutilized	2		2		2	3
Actual Util%	20.7%	93.1%	0.0%	72.4%	20.7%	3.4%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%	12.2%

Category: Service Workers and Others

Job Group Custodial Supv 6 in Job Group
 Custodial Supervisors

Employees in this group hold the following title(s):

- 80560 Custodial Asst Principal Supv
- 80535 Custodial Sr Supervisor
- 04862 Custodial Supervisor

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	2	6	0	4	2	0
Underutilized?			Y			Y
# Underutilized			0			1
Actual Util%	33.3%	100.0%	0.0%	66.7%	33.3%	0.0%
Labor Market%	29.0%	40.0%	2.4%	13.8%	22.1%	11.8%

Category: Service Workers and Others

Job Group Custodial 60 in Job Group
 Custodians-Entry Level

Employees in this group hold the following title(s):

04861 Custodial Assistant

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Employees	15	52	6	33	13	1
Underutilized?					Y	Y
# Underutilized					4	4
Actual Util%	25.0%	86.7%	10.0%	55.0%	21.7%	1.7%
Labor Market%	27.3%	48.9%	2.8%	15.6%	28.8%	8.4%

This is a review of utilization, and underutilization, of protected groups by College Laboratory Technician Group. A group is displayed only when there are five or more employees assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks represent no underutilization.

Total Minority comprises Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races. To facilitate comparison, it does not include Italian American.

College Lab Tech - Science, Tech, Eng.

17 Staff

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

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

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Lab Tech Staff	8	11	3	5	3	2
Underutilized?						
# Underutilized						
Actual Util%	47.1%	64.7%	17.6%	29.4%	17.6%	11.8%
Labor Market%	27.8%	30.0%	12.9%	8.0%	7.0%	12.5%

College Lab Tech - Other

18 Staff

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

- 10021 Dept Of Art
- 10060 Dept,Comm&Perf Arts
- 10134 Dept,Health,Phys Ed&Rec
- 75126 Ofc Students w/Disabilities
- 10299 Tourism & Hospitality
- 65120 Workforce Development Initiat

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Lab Tech Staff	9	5	0	1	3	0
Underutilized?			Y			Y
# Underutilized			1			1
Actual Util%	50.0%	27.8%	0.0%	5.6%	16.7%	0.0%
Labor Market%	39.2%	23.9%	4.4%	5.2%	13.7%	8.0%

This is a review of utilization, and underutilization, of protected groups by Faculty category. A group is displayed only when there are five or more faculty in that group.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time faculty that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks represent no underutilization.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races. To facilitate comparison, it does not include Italian American.

Faculty-Professorial

252 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty Underutilized?	136	68	19	30	17	34
# Underutilized						
Actual Util%	54.0%	27.0%	7.5%	11.9%	6.7%	13.5%
Labor Market%	50.1%	24.4%	7.3%	9.6%	5.8%	5.5%

Faculty-Lecturer

82 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty Underutilized?	44	27	5	12	10	8
# Underutilized						
Actual Util%	53.7%	32.9%	6.1%	14.6%	12.2%	9.8%
Labor Market%	60.5%	26.2%	7.3%	7.5%	9.6%	9.9%

Faculty-Instructor

6 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty Underutilized?	4	1	0	0	1	0
# Underutilized		1	0	1		1
Actual Util%	66.7%	16.7%	0.0%	0.0%	16.7%	0.0%
Labor Market%	57.0%	30.1%	7.3%	9.8%	10.4%	14.7%

Faculty-Developmental

15 Faculty

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican	Italian American
Faculty Underutilized?	9	3	1	2	0	2
# Underutilized					1	
Actual Util%	60.0%	20.0%	6.7%	13.3%	0.0%	13.3%
Labor Market%	61.7%	24.9%	6.6%	6.6%	9.3%	9.9%

This appendix provides tables with detail on personnel activities in general by ethnicity and gender followed by a detail about faculty tenure actions.

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity (IA Plan)

CAMPUS OF RECORD (All)

Sum of VALUE		MINSTAT IA Fed Minority	IA PLAN ETHNICITY			Fed Minority Total	Ital-Amer	Not Minority	Grand Total
GROUP	TYPE	Asian	Black/ African American	Hispanic/Latino	Other Minority				
Accountants		-1				-1		-1	-2
	Left Group	-1				-1		-1	-2
Admin1 - Executives		1	2			3	0	2	5
	Joined Group		2			2			2
	Left Group		-1			-1	-1		-2
	Move within Job Group	1	1			2	1	1	4
	Status Change							1	1
Admin2 - Managers		0	4	1		5	-1	0	4
	Joined Group	1	3	2		6		1	7
	Left Group	-1	-1	-1		-3	-1	-2	-6
	Move within Job Group		1			1		1	2
	Status Change		1			1			1
Admin3 - Administrators		-1	-4	0	3	-2	-1	1	-2
	Joined Group		7		3	10		5	15
	Left Group	-1	-11	-2		-14	-1	-6	-21
	Move within Job Group			1		1			1
	Status Change			1		1		2	3
Admin4-College Lab Technicians		1		-1		0	1	-3	-2
	Left Group			-1		-1		-3	-4
	Move within Job Group	1				1	1		2
Basic Crafts - Buildings & Grounds		-1				-1		1	0
	Joined Group							1	1
	Left Group	-1				-1			-1
Broadcast-Media Technicians								-1	-1
	Left Group							-1	-1
Campus Peace Officer-L-1		-1	-1	1		-1		-2	-3
	Joined Group		5	1		6		1	7
	Left Group	-1	-6			-7		-3	-10
Campus Peace Officer-L-2				-2		-2		2	0
	Joined Group							2	2
	Left Group			-2		-2			-2
Campus Public Safety Sergeant			1	1		2		1	3
	Joined Group		1	2		3			3
	Left Group			-1		-1			-1
	Move within Job Group							1	1
CUNY Administrative Asst			2			2		-1	1
	Joined Group		2			2			2
	Left Group							-1	-1
CUNY Office Assistants		-1	-6	-2		-9	-1	7	-3
	Joined Group							1	1
	Left Group	-1	-6	-2		-9	-2		-11
	Move within Job Group						1	6	7
Custodial			-3	1		-2		-1	-3
	Joined Group			1		1			1
	Left Group		-3			-3		-1	-4
Custodial - Supervisory				-1		-1			-1
	Left Group			-1		-1			-1
Facilities - Managerial				-1		-1			-1

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity (IA Plan)

CAMPUS OF RECORD (All)

Sum of VALUE		MINSTAT IA Fed Minority Asian	IA PLAN ETHNICITY Black/ African American	Hispanic/Latino	Other Minority	Fed Minority Total	Ital-Amer	Not Minority	Grand Total
GROUP	TYPE								
Facilities - Managerial	Left Group			-1		-1			-1
Faculty - Developmental		1	2			3	2	10	15
	Joined Group	1	2			3	2	10	15
Faculty - Instructors			-2			-2		-1	-3
	Left Group		-2			-2		-1	-3
Faculty - Lecturers		-1	-4	-2		-7	-1	-8	-16
	Joined Group		2			2	2	6	10
	Left Group	-1	-7	-2		-10	-3	-14	-27
	Move within Job Group		1			1			1
Faculty - Professional		0	0	0	-1	-1	0	3	2
	Joined Group		3			3	2	5	10
	Left Group	-1	-3	-2	-1	-7	-3	-10	-20
	Move within Job Group	1		2		3	1	8	12
Laborers & Helpers								-1	-1
	Left Group							-1	-1
Mail/Message Services Workers			-1			-1			-1
	Left Group		-1			-1			-1
Print Shop-Media			-1			-1			-1
	Left Group		-1			-1			-1
Security - Managerial								1	1
	Joined Group							1	1
Skilled Trades		1				1	-2	0	-1
	Joined Group	1				1		1	2
	Left Group						-2	-2	-4
	Move within Job Group							1	1

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Accountants				
	Left Group	-2		-2
Admin1 - Executives				
	Move within Job Group	1	3	4
	Joined Group	1	1	2
	Left Group		-2	-2
	Status Change		1	1
Admin2 - Managers				
	Move within Job Group	1	1	2
	Joined Group	3	4	7
	Left Group	-3	-3	-6
	Status Change		1	1
Admin3 - Administrators				
	Move within Job Group		1	1
	Joined Group	9	6	15
	Left Group	-18	-3	-21
	Status Change	3		3
Admin4-College Lab Technicians				
	Move within Job Group	1	1	2
	Left Group	-3	-1	-4
Basic Crafts - Buildings & Grounds				
	Joined Group		1	1

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Basic Crafts - Buildings & Grounds	Left Group		-1	-1
Broadcast-Media Technicians	Left Group		-1	-1
Campus Peace Officer-L-1	Joined Group	4	3	7
	Left Group	-2	-8	-10
Campus Peace Officer-L-2	Joined Group		2	2
	Left Group		-2	-2
Campus Public Safety Sergeant	Move within Job Group		1	1
	Joined Group	1	2	3
	Left Group	-1		-1
CUNY Administrative Asst	Joined Group	2		2
	Left Group	-1		-1
CUNY Office Assistants	Move within Job Group	6	1	7
	Joined Group	1		1
	Left Group	-8	-3	-11
Custodial	Joined Group		1	1
	Left Group	-1	-3	-4

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Custodial				
Custodial - Supervisory				
	Left Group		-1	-1
Facilities - Managerial				
	Left Group		-1	-1
Faculty - Developmental				
	Joined Group	9	6	15
Faculty - Instructors				
	Left Group	-2	-1	-3
Faculty - Lecturers				
	Move within Job Group		1	1
	Joined Group	6	4	10
	Left Group	-15	-12	-27
Faculty - Professorial				
	Move within Job Group	5	7	12
	Joined Group	6	4	10
	Left Group	-13	-7	-20
Laborers & Helpers				
	Left Group		-1	-1
Mail/Message Services Workers				
	Left Group	-1		-1
Print Shop-Media				
	Left Group	-1		-1
Security - Managerial				
	Joined Group		1	1

Appendix F-2 Personnel Activity Table By Job Group and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Sum of VALUE GROUP	TYPE	Gender Female	Male	Grand Total
Security - Managerial				
Skilled Trades				
	Move within Job Group		1	1
	Joined Group		2	2
	Left Group		-4	-4

Appendix F-3 Tenure Activity by Department, Title and Ethnicity (IA Plan)

CAMPUS OF RECORD (All)

Count of Empl_ID			IA MIN STATUS Fed Minority	IA PLAN ETHNICITY		Ital-Amer	Not Minority	Grand Total
Department Name	ACTION	Faculty Title	Asian	Black/African American	Hispanic/Latino			
Department Of English						1		1
	Awarded Tenure					1		1
		Assc Professor				1		1
Dept Of Art							1	1
	Awarded Tenure						1	1
		Assc Professor					1	1
Dept Of Library					1			1
	Awarded Tenure				1			1
		Assc Professor			1			1
Dept, Business							1	1
	Awarded Tenure						1	1
		Lecturer					1	1
Dept,Biological Science			1		1			2
	Awarded Tenure		1		1			2
		Assc Professor	1		1			2
Dept,His,Phil,&Soc Sci				1				1
	Awarded Tenure			1				1
		Assc Professor		1				1
Dept,Math&Computer Sci							1	1
	Awarded Tenure						1	1
		Assc Professor					1	1
Dept,Physical Sci			1					1
	Awarded Tenure		1					1
		Assc Professor	1					1
Non-Clinical Nursing							1	1
	Awarded Tenure						1	1
		Assc Professor					1	1

Appendix F-4 Tenure Activity by Department, Title and Gender

CAMPUS OF RECORD	(All)
------------------	-------

Count of Empl_ID Department Name	ACTION	Faculty Title	Gender Female	Male	Grand Total
Department Of English			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Dept Of Art			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Dept Of Library				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Dept, Business			1		1
	Awarded Tenure		1		1
		Lecturer	1		1
Dept,Biological Science			1	1	2
	Awarded Tenure		1	1	2
		Assc Professor	1	1	2
Dept,His,Phil,&Soc Sci				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Dept,Math&Computer Sci			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1
Dept,Physical Sci				1	1
	Awarded Tenure			1	1
		Assc Professor		1	1
Non-Clinical Nursing			1		1
	Awarded Tenure		1		1
		Assc Professor	1		1

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer between July 1, 2016 and May 31, 2017.

Appendix G-1 - Recruiting Activity by Ethnicity (IA Plan)

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Ttl Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/ Latino Number	Other Minority Number	Ttl Minority Number	Ital- Amer Number	Not Minority Number	Total Number
Administration 1 - Executive	4	14	5	1	24	2	25	51
Interviewed		1			1			1
Offered Position		1			1			1
Not Interviewed	4	13	5	1	23	2	25	50
No Offer	4	13	5	1	23	2	25	50
Administration 2 - Managers	45	159	83	18	305	15	169	489
Interviewed	1	1	2		4		1	5
Offered Position	1	1	2		4		1	5
Not Interviewed	44	158	81	18	301	15	168	484
No Offer	44	158	81	18	301	15	168	484
Administration 3 - Administrators	179	682	309	54	1,224	33	474	1,731
Interviewed		3	1	3	7		4	11
Offered Position		3	1	3	7		4	11
Not Interviewed	179	679	308	51	1,217	33	470	1,720
No Offer	179	679	308	51	1,217	33	470	1,720
Administration 4 - College Lab Technicians	1	4	2		7		2	9
Interviewed	1				1			1
Offered Position	1				1			1
Not Interviewed		4	2		6		2	8
No Offer		4	2		6		2	8
Administrative Support Workers - Office Assistant			1		1	1	2	4
Interviewed							1	1
Offered Position							1	1
Not Interviewed			1		1	1	1	3
No Offer			1		1	1	1	3
Faculty - Professorial	1	11	2	1	15	1	18	34

Appendix G-1 - Recruiting Activity by Ethnicity (IA Plan)

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Ttl Minority Asian/Other Pacific Islander Number	Black/African American Number	Hispanic/ Latino Number	Other Minority Number	Ttl Minority Number	Ital- Amer Number	Not Minority Number	Total Number
Interviewed						1	1	2
Offered Position						1	1	2
Not Interviewed	1	11	2	1	15		17	32
No Offer	1	11	2	1	15		17	32
Security Manager	4	55	23	4	86	5	72	163
Interviewed							1	1
Offered Position							1	1
Not Interviewed	4	55	23	4	86	5	71	162
No Offer	4	55	23	4	86	5	71	162
Service Workers - CPO Level 1		2	1		3			3
Interviewed		2	1		3			3
Offered Position		2	1		3			3
Skilled Trades	5	15	5		25	3	17	45
Interviewed	1				1		1	2
Offered Position	1				1		1	2
Not Interviewed	4	15	5		24	3	16	43
No Offer	4	15	5		24	3	16	43
Grand Total	239	942	431	78	1,690	60	779	2,529

Appendix G-2 - Recruiting Activity by Gender

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Column Labels		Male Number	% of % of Appl.	Unknown Number	% of % of Appl.	Total Number	Total % of Appl.
	Female Number	% of % of Appl.						
Administration 1 - Executive	28	55%	18	35%	5	10%	51	100%
Interviewed	1	100%		0%		0%	1	100%
Offered Position	1	100%		0%		0%	1	100%
Not Interviewed	27	54%	18	36%	5	10%	50	100%
No Offer	27	54%	18	36%	5	10%	50	100%
Administration 2 - Managers	273	56%	168	34%	48	10%	489	100%
Interviewed	3	60%	2	40%		0%	5	100%
Offered Position	3	60%	2	40%		0%	5	100%
Not Interviewed	270	56%	166	34%	48	10%	484	100%
No Offer	270	56%	166	34%	48	10%	484	100%
Administration 3 - Administrators	1,152	67%	442	26%	137	8%	1,731	100%
Interviewed	6	55%	3	27%	2	18%	11	100%
Offered Position	6	55%	3	27%	2	18%	11	100%
Not Interviewed	1,146	67%	439	26%	135	8%	1,720	100%
No Offer	1,146	67%	439	26%	135	8%	1,720	100%
Administration 4 - College Lab Technicians	5	56%	3	33%	1	11%	9	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	5	63%	2	25%	1	13%	8	100%
No Offer	5	63%	2	25%	1	13%	8	100%
Administrative Support Workers - Office Assistant	3	75%	1	25%		0%	4	100%
Interviewed	1	100%		0%		0%	1	100%
Offered Position	1	100%		0%		0%	1	100%
Not Interviewed	2	67%	1	33%		0%	3	100%
No Offer	2	67%	1	33%		0%	3	100%
Faculty - Professorial	24	71%	8	24%	2	6%	34	100%
Interviewed	1	50%	1	50%		0%	2	100%
Offered Position	1	50%	1	50%		0%	2	100%
Not Interviewed	23	72%	7	22%	2	6%	32	100%
No Offer	23	72%	7	22%	2	6%	32	100%
Security Manager	18	11%	126	77%	19	12%	163	100%
Interviewed		0%	1	100%		0%	1	100%

Appendix G-2 - Recruiting Activity by Gender

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Column Labels		Male Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
	Female Number	% of Appl.						
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	18	11%	125	77%	19	12%	162	100%
No Offer	18	11%	125	77%	19	12%	162	100%
Service Workers - CPO Level 1	2	67%	1	33%		0%	3	100%
Interviewed	2	67%	1	33%		0%	3	100%
Offered Position	2	67%	1	33%		0%	3	100%
Skilled Trades	3	7%	39	87%	3	7%	45	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed	3	7%	37	86%	3	7%	43	100%
No Offer	3	7%	37	86%	3	7%	43	100%
Grand Total	1,508	60%	806	32%	215	9%	2,529	100%

Recruiting Activity by Disability Status

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Column Labels						Total Number	Total % of Appl.
	Indiv w Disability Number	% of Appl.	Not Disabled Number	% of Appl.	Unknown Number	% of Appl.		
Administration 1 - Executive	2	4%	46	90%	3	6%	51	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	2	4%	45	90%	3	6%	50	100%
No Offer	2	4%	45	90%	3	6%	50	100%
Administration 2 - Managers	25	5%	448	92%	16	3%	489	100%
Interviewed		0%	5	100%		0%	5	100%
Offered Position		0%	5	100%		0%	5	100%
Not Interviewed	25	5%	443	92%	16	3%	484	100%
No Offer	25	5%	443	92%	16	3%	484	100%
Administration 3 - Administrators	69	4%	1,622	94%	40	2%	1,731	100%
Interviewed		0%	10	91%	1	9%	11	100%
Offered Position		0%	10	91%	1	9%	11	100%
Not Interviewed	69	4%	1,612	94%	39	2%	1,720	100%
No Offer	69	4%	1,612	94%	39	2%	1,720	100%
Administration 4 - College Lab Technicians	1	11%	8	89%		0%	9	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	1	13%	7	88%		0%	8	100%
No Offer	1	13%	7	88%		0%	8	100%
Administrative Support Workers - Office Assistant		0%	4	100%		0%	4	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	3	100%		0%	3	100%
No Offer		0%	3	100%		0%	3	100%
Faculty - Professorial	4	12%	29	85%	1	3%	34	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed	4	13%	27	84%	1	3%	32	100%
No Offer	4	13%	27	84%	1	3%	32	100%
Security Manager	11	7%	152	93%		0%	163	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	11	7%	151	93%		0%	162	100%
No Offer	11	7%	151	93%		0%	162	100%
Service Workers - CPO Level 1		0%	3	100%		0%	3	100%

Recruiting Activity by Disability Status

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Column Labels		Not Disabled Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
	Indiv w Disability Number	% of Appl.						
Interviewed		0%	3	100%		0%	3	100%
Offered Position		0%	3	100%		0%	3	100%
Skilled Trades	2	4%	42	93%	1	2%	45	100%
Interviewed		0%	1	50%	1	50%	2	100%
Offered Position		0%	1	50%	1	50%	2	100%
Not Interviewed	2	5%	41	95%		0%	43	100%
No Offer	2	5%	41	95%		0%	43	100%
Grand Total	114	5%	2,354	93%	61	2%	2,529	100%

Recruiting Activity by Veteran Status

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Column Labels Veteran Number	% of Appl.	Not a Veteran Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
Administration 1 - Executive		0%	50	98%	1	2%	51	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	49	98%	1	2%	50	100%
No Offer		0%	49	98%	1	2%	50	100%
Administration 2 - Managers	8	2%	474	97%	7	1%	489	100%
Interviewed		0%	5	100%		0%	5	100%
Offered Position		0%	5	100%		0%	5	100%
Not Interviewed	8	2%	469	97%	7	1%	484	100%
No Offer	8	2%	469	97%	7	1%	484	100%
Administration 3 - Administrators	20	1%	1,692	98%	19	1%	1,731	100%
Interviewed		0%	10	91%	1	9%	11	100%
Offered Position		0%	10	91%	1	9%	11	100%
Not Interviewed	20	1%	1,682	98%	18	1%	1,720	100%
No Offer	20	1%	1,682	98%	18	1%	1,720	100%
Administration 4 - College Lab Technicians		0%	9	100%		0%	9	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	8	100%		0%	8	100%
No Offer		0%	8	100%		0%	8	100%
Administrative Support Workers - Office Assistant		0%	4	100%		0%	4	100%
Interviewed		0%	1	100%		0%	1	100%
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed		0%	3	100%		0%	3	100%
No Offer		0%	3	100%		0%	3	100%
Faculty - Professorial		0%	34	100%		0%	34	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed		0%	32	100%		0%	32	100%
No Offer		0%	32	100%		0%	32	100%
Security Manager	30	18%	133	82%		0%	163	100%
Interviewed		0%	1	100%		0%	1	100%

Recruiting Activity by Veteran Status

Business Unit Description OFCCP Applicant?	(All) Applicant
---	--------------------

Row Labels	Column Labels Veteran Number	% of Appl.	Not a Veteran Number	% of Appl.	Unknown Number	% of Appl.	Total Number	Total % of Appl.
Offered Position		0%	1	100%		0%	1	100%
Not Interviewed	30	19%	132	81%		0%	162	100%
No Offer	30	19%	132	81%		0%	162	100%
Service Workers - CPO Level 1		0%	3	100%		0%	3	100%
Interviewed		0%	3	100%		0%	3	100%
Offered Position		0%	3	100%		0%	3	100%
Skilled Trades		0%	44	98%	1	2%	45	100%
Interviewed		0%	2	100%		0%	2	100%
Offered Position		0%	2	100%		0%	2	100%
Not Interviewed		0%	42	98%	1	2%	43	100%
No Offer		0%	42	98%	1	2%	43	100%
Grand Total	58	2%	2,443	97%	28	1%	2,529	100%