

Borough of Manhattan Community College The City University of New York 2019-2020 AFFIRMATIVE ACTION PLAN

Affirmative Action Plans covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503), and Protected Veterans (VEVRAA)

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PART ONE: INTRODUCTION AND BACKGROUND

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

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

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

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

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

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

This Plan is available for public review as described on the title page. The Plan is also posted on the BMCC website.

COLLEGE OVERVIEW

Location, Degrees, and Accreditation

The Borough of Manhattan Community College (“BMCC” or “the College”) is a comprehensive two-year public community college. BMCC is a unit of The City University of New York (“CUNY”) serving the diverse needs of New York City students and the New York City community. The College continues its commitment to open enrollment, to the fulfillment of its educational mission, to the New York City community, and to providing quality post-secondary education to the graduates of New York City's high schools. BMCC’s academic calendar consists of a 15 week fall semester, a 15-week spring semester, and two summer sessions.

The College awards three degrees: Associate in Arts (A.A.), Associate in Science (A.S.) and the Associate in Applied Science (A.A.S.). It is an accredited member of the Middle States Association of Colleges and Schools and has also been accredited by the Board of Regents of the University of the State of New York. Furthermore, the College’s health programs are accredited by the National League for Nursing Accrediting Commission, the American Health Information Management Association, the Committee on Accreditation for Respiratory Care, the Committee on Accreditation of Education Programs for the Emergency Medical Services Profession, and the Commission on Accreditation of Allied Health Educational Programs.

Located in the heart of downtown New York City, BMCC students actively participate in the artistic communities of Tribeca and SoHo, the dynamic downtown financial district, and the center of New York City government at City Hall.

The main campus of the college is situated on 4.28 acres of land in a building that was designed with the Hudson River harbor in mind — shaped like a ship with its helm pointed to sea. It spans four blocks from Chambers Street to North Moore Street.

History

BMCC was founded in 1963 and opened in 1964 as a small, primarily business-oriented community college offering programs aimed at the business community. Originally located in two floors of a commercial building in midtown Manhattan, the college focused on preparing students for business careers and on providing a liberal arts education to students who wished to transfer to four-year colleges. The college also created on-site training and management development courses for mid-level employees. BMCC has continuously modified its in-house and on-site programs.

During the next two decades, the mission of the college changed in response to the advent of open admissions at CUNY in 1970, and later in response to the emergence of new technologies and changes in business and industry. By 1974, enrollment had increased to over 6,000 day and evening students.

A new building spanning four city blocks, from Chambers Street to North Moore Street, was constructed in lower Manhattan to serve as the school’s main campus. It opened in January of 1983. BMCC is the largest college in CUNY system, with approximately 25,609 students, and is the first community college in Manhattan.

Fiterman Hall was donated to the College in September 1993 as the largest single donation ever made to a community college. However, the building was severely damaged in the aftermath of the World Trade Center tragedy. Nevertheless, BMCC launched the 2012-2013 academic year with the opening of the rebuilt Miles and Shirley Fiterman Hall.

Mission

BMCC is a vibrant, pluralistic learning community committed to the intellectual and personal growth of students. Working closely with organizations across New York City and beyond, we prepare students from around the globe for degree completion, successful transfer, career achievement, lifelong learning, and civic participation.

Consistent with its stated mission, the College supports the following strategic goals:

- Strengthen college readiness and improve the effectiveness of developmental offerings.
- Improve the student experience.
- Facilitate timely degree completion, graduation, and transfer.
- Prepare students for 21st century careers and contribute to workforce development in New York City.
- Cultivate institutional transformation, innovation, and sustainability.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

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

The protected classes, delineated in Executive Order 11246 are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated

Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

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

Click for CUNY's Policies (www.cuny.edu/about/administration/offices/hr/policies-and-procedures/).

Equal Opportunity and Non-Discrimination Policy

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

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

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

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

Affirmative Action Policy

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

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

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

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

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

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

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

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

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

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

reasonable accommodation or academic adjustment.

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

Other Policies

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

The College non-discrimination policy is reaffirmed by the President annually. **Appendix B** contains a copy of the annual Reaffirmation Letter which was issued on August 19, 2019.

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

Interim President Karrin E. Wilks, (hereinafter referred to as the President), oversees implementation of Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

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

Chief Diversity Officer

The President has designated Odelia Levy, Esq. as the Chief Diversity Officer (CDO) and primary designee who:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media
- Evaluates the impact of Affirmative Action programs and initiatives
- Prepares and communicates Affirmative Action Plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies to promote a diverse workforce
- Assures the College's participation in university-wide initiatives promoting diversity and inclusion.

College Officials

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

Committee(s) on Diversity and Inclusion

The College has a standing committee, the BMCC Equity and Inclusion Task Force, which advises the President on affirmative action policy, reviews the impact of policies on the College governance plan, develops and implements strategic diversity plans, and promotes College programs to reflect pluralistic values and goals. Committee members in this past year were assigned to the following initiative subcommittees:

Listening Tour Subcommittee

Peter Hoontis, Assistant Professor of Business (chair)

Leslie Craig, Assistant Professor of Teacher Education

Lynn McGee, Communications Manager

James Sayegh, Assistant Professor of Media Arts and Technology

Erika Carlson, Institutional Research Specialist

Elizabeth Jaffe, Assistant Professor of Mathematics

Christopher Shults, Dean of Institutional Effectiveness and Strategic Planning

Erica Campbell, Lecturer of English

Faculty & Staff Professional Development Subcommittee

Kelly Rodgers, Associate Professor of Psychology (chair)
Patricia Mathews, Director of the Center of Ethnic Studies
Lindsey Johnson, Senior Academic Advisor
James Berg, Associate Dean of Faculty
Lesley Rennis, Chair and Associate Professor of Health Education
Albert Duncan, Associate Professor of Economics
Lisa-Ann O'Connor, CUNY Service Corp Manager
Soniya Munshi, Assistant Professor of Sociology
Kanu Nagra, Associate Professor/Librarian
Daphnie Sicre, Assistant Professor of Theatre
Suvro Banerjee, Assistant Professor of Accounting
Carla Macchiavello, Assistant Professor of Art History
Liany Marcial, Digital Recruiter/HR Specialist
Maria Deckinger, Associate Director of Human Resources

Formats for Programs to Collaborate Regarding Equity Issues and Advancing Equity Committee

Ashtian Holmes, Director of Urban Male Leadership Academy (chair)
Adrian Solomon, College Discovery Program Counselor
Terri Ellis, Academic Advisor
Jean-Yves Plaisir, Professor of Teacher Education
Harry Mars, Director of Student Activities
Karine Sipel, ASAP Recruitment Specialist
Victoria Apostol-Marius, Women's Resource Center Program Coordinator
Hallie Weiner, Student Psychological Counselor
Shirley Leyro, Assistant Professor of Criminal Justice
Franklin Winslow, Director of the Writing Center

University Management

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

[Click for University Diversity Resources](#)

PART TWO: DATA AND ANALYSIS

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

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

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

DATA SOURCES FOR THIS REPORT

Employee Data

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

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

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

Self-Identification Categories

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

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

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

We also ask for identification of Italian American ethnicity consistent with University legal settlements dating to the 1990's. Information on Italian Americans is analyzed in a separate Italian American Affirmative Action Plan. To retain overall comparisons to individuals in federal categories and to prevent double-counting, Italian Americans are not included in the Total Minority category in either plan. If an individual identifies in a federally-protected race/ethnicity and as Italian American, we default to the federally-protected race/ethnicity, again to prevent double counting.

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

Of a total of **1,421**¹ employees, **1** employee did not identify a gender, **1** employee selected a gender other than male or female, and **3** employees either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race/ethnicity). Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group for further analyses.

Of a total of **1,421** employees, **611** employees did not identify a Veteran status and **1,348** did not identify a Disability status. Self-identification in these categories is a priority for future self-identification campaigns.

Labor Market Source Data

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

¹ This figure includes Interim President Karrin Wilks and former President Antonio Perez.

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

WORKFORCE ANALYSIS

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

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

JOB GROUPS, DISCIPLINES, AND MARKET DATA

This section summarizes design issues underlying the analyses.

Job Groups

With the exception of the Workforce Analysis (reviewed by department), we analyze data by job group (jobs with similar duties, qualifications, and other conditions of employment). The

University establishes the job groups and reviews them annually. These are detailed in **Appendix C**, with a summary at the end of this section.

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

This year, the University made the following updates:

- The Peace Officer groups were adjusted so that there is a Campus Security Assistant job group and a Campus Peace Officer job group. Previously, Campus Peace Officer-1 was comprised of Campus Security Assistant and Campus Peace Officer Level 1, and Campus Peace Officer Level 2 was in a separate group. It was determined by consulting with the University's Civil Service Unit that the adjusted groupings more closely reflected duties and qualification requirements.
- The title of Supervisor – Maintenance and Labor was moved from “Skilled Trades Supervisory” to “Craft-Buildings and Grounds” recognizing that this title does not supervise titles in the Skilled Trades and has different qualification requirements.
- The University introduced three new titles to the Broadcast/Media Job Group related to Media and Production.
- The University introduced other titles, most in the executive ranks, assigned to job groups as appropriate.

Disciplines

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

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

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

Exhibit: Job Groups and Staffing 6/1/19

See following page.

Exhibit: Workforce Summary

Borough of Manhattan CC

Total Employees: 1,419

Executive/Administrative/Managerial

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|------------------------------|-------|----------|----------|------------|------------|
| Administration 1 (Executive) | 20 | 8 | 40.0% | 11 | 55.0% |
| Administration 2 (Manager) | 114 | 71 | 62.3% | 68 | 59.6% |
| Facility Manager | 4 | 1 | 25.0% | 2 | 50.0% |
| IT Computer Manager | 1 | | | 1 | 100.0% |
| Security Manager | 6 | | | 4 | 66.7% |

Professional Faculty

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|-----------------------|-------|----------|----------|------------|------------|
| Faculty-Professorial | 454 | 248 | 54.6% | 203 | 44.7% |
| Faculty Librarians | 14 | 11 | 78.6% | 5 | 35.7% |
| Faculty-Instructor | 24 | 9 | 37.5% | 10 | 41.7% |
| Faculty-Lecturer | 74 | 37 | 50.0% | 39 | 52.7% |
| Faculty-Developmental | 35 | 22 | 62.9% | 18 | 51.4% |

Professional Non-Faculty

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|---------------------------------|-------|----------|----------|------------|------------|
| Accountant | 5 | 4 | 80.0% | 5 | 100.0% |
| Administration 3 (Professional) | 241 | 164 | 68.0% | 186 | 77.2% |
| Disability Accomm. Spec | 1 | | | 1 | 100.0% |
| IT Computer Professional | 32 | 3 | 9.4% | 28 | 87.5% |
| Nurse | 1 | 1 | 100.0% | 1 | 100.0% |

Administrative Support Workers

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|--------------------------|-------|----------|----------|------------|------------|
| Accountant Assistant | 15 | 13 | 86.7% | 13 | 86.7% |
| Administrative Assistant | 11 | 11 | 100.0% | 10 | 90.9% |
| Office Assistant | 92 | 80 | 87.0% | 83 | 90.2% |
| Mail Services Worker | 5 | | | 5 | 100.0% |

Craft Workers

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|------------------------------------|-------|----------|----------|------------|------------|
| Basic Crafts-Buildings and Grounds | 4 | | | 1 | 25.0% |
| Laborers and Helpers | 10 | | | 10 | 100.0% |
| Skilled Trades-Supervisor | 2 | | | | |
| Skilled Trades | 49 | | | 18 | 36.7% |

Technicians

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|-------------------------------------|-------|----------|----------|------------|------------|
| Administration 4 (College Lab Tech) | 37 | 13 | 35.1% | 28 | 75.7% |
| Broadcast/Media | 3 | 1 | 33.3% | 2 | 66.7% |
| Engineering Technician | 1 | 1 | 100.0% | 1 | 100.0% |
| IT Support Technician | 4 | 2 | 50.0% | 4 | 100.0% |
| Print Shop | 9 | 4 | 44.4% | 8 | 88.9% |

Service Workers and Others

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|-------------------------------|-------|----------|----------|------------|------------|
| Campus Public Safety Sergeant | 10 | 5 | 50.0% | 10 | 100.0% |
| Campus Peace Officer | 29 | 9 | 31.0% | 25 | 86.2% |
| Campus Security Assistant | 37 | 12 | 32.4% | 34 | 91.9% |
| Custodial Supervisor | 14 | 3 | 21.4% | 13 | 92.9% |
| Custodial | 61 | 23 | 37.7% | 59 | 96.7% |

Labor Market Availability Calculations

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

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

Internal Labor Market

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

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

External Labor Market

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

Internal/External Weighting

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

Geography

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

- A national labor market is applied to the following groups: Administration 1 – Executive, Faculty – Professorial, and Faculty – Instructor Rank. This is consistent with CUNY policies that it should recruit as broadly as possible in these groups; CUNY also can offer relocation assistance for hires in these groups.
- For Faculty in the Lecturer group, a two-state region of New York and New Jersey is utilized because IPEDS completion data is only available by State and recruiting is regional rather than national.
- A New York State-only labor market is applied to the following groups, as due to statute, New York State residency is required for appointments to titles in these groups:
 - College Security Assistant
 - Campus Peace Officer
 - Campus Public Safety Sergeant
 - Security Manager

- The New York/New Jersey Metropolitan Statistical Area (MSA) is utilized as the labor market for all remaining job groups. A review of hires in the past year indicates that 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty

- Occupational Group – CUNY compared the Standard Occupational Classification assigned to every job title with the available Census Occupational Codes and determined those codes that would best represent the labor market.
- Degree Requirements – Degree requirements were applied based on the minimum degree requirement for the lowest-ranked job in the job group. These range from No Educational Requirement through Master’s Level degrees for non-faculty.
- Experience Level – in a few cases where there is a requirement for a specific number of years of experience following a degree, we used age as a proxy, utilizing standards created for Census data; for example, a Bachelor’s degree assumes a standard age of 21, so a Bachelor’s degree plus four years of experience would correspond to a minimum age of 25.

Qualifications - Collegiate Faculty – Federal Plan

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

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

UTILIZATION ANALYSIS

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

- Female
- Total Minority
- Asian/Hawaiian/Other Pacific Islander

- Black/African American
- Hispanic/Latino
- Italian American (Italian American Plan only).

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

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

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

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

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

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

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

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

Exhibit: Summary of Underutilization and Goals

See following page.

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Borough of Manhattan CC

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

This summary provides three measurements:

-2018: Underutilization reported in the previous plan (i.e., last year, calculated with last year's staffing and last year's Labor Market Availability estimates).

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

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

Other Changes for 2019:

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

-The former discipline of Public Administration and Social Service Professions was separated into two disciplines: Public Administration and Social Service Professions. 2018 numbers are reported under the combined discipline, and 2019 numbers are reported separately.

Faculty-Developmental

| | | UNDERUTILIZATION | | | | | |
|----------------------------------|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Education - Developmental | 2018 | 38 | | | | | |
| | 2019 | 35 | | | 2 | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 35 | | | | | |

Faculty-Lecturer

| | | UNDERUTILIZATION | | | | | |
|---|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Business, Management, Marketing, Support Services | 2018 | 7 | | | | | |
| | 2019 | 5 | | | 1 | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 5 | | | 1 | | |
| Communications, Journalism, etc. AND Visual and Perf | 2018 | 11 | 2 | | 1 | | 1 |
| | 2019 | 11 | 2 | | 1 | | 2 |
| | 2019 Hypothetical using 2018 Labor Mkt | 11 | 2 | | 1 | | 1 |
| Education - Developmental | 2018 | 12 | | 1 | 1 | | |

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Faculty-Lecturer

| | | UNDERUTILIZATION | | | | | |
|--|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| 2019 | | 11 | | 1 | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 11 | | 1 | 1 | | |

English Language and Literature/Letters

| | | | | | | | |
|--|--|----|--|--|--|--|---|
| 2018 | | 13 | | | | | |
| 2019 | | 14 | | | | | 1 |
| 2019 Hypothetical using 2018 Labor Mkt | | 14 | | | | | |

Mathematics and Statistics

| | | | | | | | |
|--|--|----|---|--|--|--|---|
| 2018 | | 19 | 3 | | | | |
| 2019 | | 19 | 3 | | | | 1 |
| 2019 Hypothetical using 2018 Labor Mkt | | 19 | 3 | | | | |

Faculty-Librarian

| | | UNDERUTILIZATION | | | | | |
|---|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Faculty Librarians (prior to 2019 were in Professoriate) | | | | | | | |
| 2018 | | 13 | | | | | 1 |
| 2019 | | 14 | | | | | 1 |
| 2019 Hypothetical using 2018 Labor Mkt | | 13 | | | | | 1 |

Faculty-Professorial

| | | UNDERUTILIZATION | | | | | |
|--|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Biological and Biomedical Sciences AND Physical Science | | | | | | | |
| 2018 | | 58 | | | | 2 | |
| 2019 | | 58 | | | | 1 | |
| 2019 Hypothetical using 2018 Labor Mkt | | 58 | | | | 1 | |
| Business, Management, Marketing, Support Services | | | | | | | |
| 2018 | | 36 | | | | | |
| 2019 | | 36 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 36 | | | | | |
| Communications, Journalism, and Related Programs | | | | | | | |
| 2018 | | 15 | | | | | 1 |
| 2019 | | 15 | 3 | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 15 | 3 | | | | |

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Faculty-Professorial

| | | UNDERUTILIZATION | | | | | |
|---|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Communications, Journalism, etc. AND Visual and Perf | | | | | | | |
| | 2018 | 23 | | | | | |
| | 2019 | 23 | | | 1 | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 22 | | | | | |
| Computer and Information Sciences and Support Servi | | | | | | | |
| | 2018 | 16 | | | | 1 | |
| | 2019 | 16 | | | | 1 | |
| | 2019 Hypothetical using 2018 Labor Mkt | 16 | | | | 1 | |
| Education | | | | | | | |
| | 2018 | 11 | | | | | |
| | 2019 | 12 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 12 | | | | | |
| Education - Developmental | | | | | | | |
| | 2018 | 38 | | | | | |
| | 2019 | 37 | 7 | | | 2 | 2 |
| | 2019 Hypothetical using 2018 Labor Mkt | 37 | | | | | 1 |
| English Language and Literature/Letters | | | | | | | |
| | 2018 | 53 | | | | | |
| | 2019 | 54 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 54 | | | | | |
| Family and Consumer Sciences/Human Sciences | | | | | | | |
| | 2018 | 10 | 2 | | 1 | | |
| | 2019 | 8 | | | | | 1 |
| | 2019 Hypothetical using 2018 Labor Mkt | 8 | | | 1 | | |
| Foreign Languages, Literatures, and Linguistics | | | | | | | |
| | 2018 | 27 | | | | 1 | |
| | 2019 | 26 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 26 | | | | | |
| Health Professions and Related Programs | | | | | | | |
| | 2018 | 28 | | | | | |
| | 2019 | 26 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 26 | | | | | |
| Mathematics and Statistics | | | | | | | |
| | 2018 | 45 | | | | | |
| | 2019 | 45 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 45 | | | | | |

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Faculty-Professorial

| | | UNDERUTILIZATION | | | | | |
|-----------------------------------|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/NatH aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Social Sciences | | | | | | | |
| | 2018 | 77 | | | | | |
| | 2019 | 76 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 76 | | | | | |
| Visual and Performing Arts | | | | | | | |
| | 2018 | 24 | | | | | |
| | 2019 | 22 | | | | 1 | |
| | 2019 Hypothetical using 2018 Labor Mkt | 22 | | | | 1 | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Borough of Manhattan CC

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

This summary provides three measurements:

-2018: Underutilization reported in the previous plan (i.e., last year, calculated with last year's staffing and last year's Labor Market Availability estimates).

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

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

Also, in 2019 the arrangement of job groups for security staff has changed. The 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

Category: Executive/Administrative/Managerial

| | | UNDERUTILIZATION | | | | | |
|-------------------------------------|--|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Administration 1 (Executive) | | | | | | | |
| | 2018 | 20 | | | | | |
| | 2019 | 20 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 20 | | | | | |
| Administration 2 (Manager) | | | | | | | |
| | 2018 | 108 | | | | | |
| | 2019 | 114 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 114 | | | | | |
| Security Manager | | | | | | | |
| | 2018 | 6 | 2 | | | | |
| | 2019 | 6 | 1 | | | 1 | |
| | 2019 Hypothetical using 2018 Labor Mkt | 6 | 2 | | | 1 | |

Category: Professional Non-Faculty

| | | UNDERUTILIZATION | | | | | |
|-------------------|------|------------------|--------|----------------|--------------------------------|--------------------|------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Accountant | | | | | | | |
| | 2019 | 5 | | | | | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Category: Professional Non-Faculty

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|--|-------------|------------------|----------------|--------------------------------|-------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/African Am. | |
| Accountant | | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 5 | | | | | |
| Administration 3 (Professional) | | | | | | |
| 2018 | 234 | | | | | |
| 2019 | 241 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 241 | | | | | |
| IT Computer Professional | | | | | | |
| 2018 | 28 | 4 | | | | |
| 2019 | 32 | 11 | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 32 | 5 | | | | |

Category: Administrative Support Workers

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|--|-------------|------------------|----------------|--------------------------------|-------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/African Am. | |
| Accountant Assistant | | | | | | |
| 2018 | 18 | | | | | |
| 2019 | 15 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 15 | | | | | |
| Administrative Assistant | | | | | | |
| 2018 | 10 | | | | | 1 |
| 2019 | 11 | | | | | 1 |
| 2019 Hypothetical using 2018 Labor Mkt | 11 | | | | | 1 |
| Mail Services Worker | | | | | | |
| 2018 | 6 | 2 | | | | |
| 2019 | 5 | 2 | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 5 | 2 | | | | |
| Office Assistant | | | | | | |
| 2018 | 90 | | | | | |
| 2019 | 92 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 92 | | | | | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Category: Craft Workers

| | Total Staff | UNDERUTILIZATION | | | | |
|---|-------------|------------------|----------------|--------------------------------|--------------------|------------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Basic Crafts-Buildings and Grounds | | | | | | |
| 2018 | 5 | 1 | | | | |
| Laborers and Helpers | | | | | | |
| 2018 | 10 | 2 | | | | |
| 2019 | 10 | 2 | | | | 2 |
| 2019 Hypothetical using 2018 Labor Mkt | 10 | 2 | | | | |
| Skilled Trades | | | | | | |
| 2018 | 48 | 1 | | | | |
| 2019 | 49 | 1 | | | 1 | 3 |
| 2019 Hypothetical using 2018 Labor Mkt | 49 | 1 | | | | |

Category: Technicians

| | Total Staff | UNDERUTILIZATION | | | | |
|---|-------------|------------------|----------------|--------------------------------|--------------------|------------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Administration 4 (College Lab Tech) - Other | | | | | | |
| 2018 | 17 | | | 1 | | |
| 2019 | 17 | | | 4 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 17 | | | 1 | | |
| Administration 4 (College Lab Tech) - Sci/Tech/Eng | | | | | | |
| 2018 | 20 | | | | | |
| 2019 | 20 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 20 | | | | | |
| IT Support Technician | | | | | | |
| 2018 | 5 | | | | | |
| Print Shop | | | | | | |
| 2018 | 10 | | | | | |
| 2019 | 9 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 9 | | | | | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Category: Service Workers and Others

| | Total Staff | UNDERUTILIZATION | | | | |
|--|-------------|------------------|----------------|--------------------------------|--------------------|------------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Campus Peace Officer | | | | | | |
| 2019 | 29 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 29 | | | | | |
| Campus Peace Officer (2018-CPO Level 1) | | | | | | |
| 2018 | 68 | | | | | 11 |
| Campus Public Safety Sergeant | | | | | | |
| 2018 | 11 | | | 1 | | |
| 2019 | 10 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 10 | | | 1 | | |
| Campus Security Assistant | | | | | | |
| 2019 | 37 | | | | | 5 |
| 2019 Hypothetical using 2018 Labor Mkt | 37 | | | | | 8 |
| Custodial | | | | | | |
| 2018 | 56 | | | | | |
| 2019 | 61 | | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 61 | | | | | |
| Custodial Supervisor | | | | | | |
| 2018 | 16 | 2 | | | | |
| 2019 | 14 | 2 | | 1 | | 2 |
| 2019 Hypothetical using 2018 Labor Mkt | 14 | 1 | | | | |

Utilization, Underutilization, and Placement Goals

Faculty

This equal employment opportunity (EEO) category had positive progress, in that underutilization of various underrepresented groups was either eliminated or decreased at the College.

In the Family and Consumer Sciences/Human Sciences discipline, underutilization of female and Asian faculty members was eliminated in the Professorial job group. In the Foreign Languages, Literatures, and Linguistics discipline, underutilization of black faculty members was eliminated in the Professorial job group. In the Communications, Journalism, and Related Programs discipline, underutilization of Hispanic faculty members was eliminated in the Professorial job group.

In the Biological and Biomedical Sciences and Physical Sciences discipline, underutilization of Black faculty members decreased in the Professorial job group.

As in the 2017-2018 plan year, there was no underutilization of female or minority employees in the Professorial job group in the following disciplines: Business Management, Marketing, Support Services; Education; English Language and Literature/Letters; Health Professions and Related Programs, Mathematics and Statistics, and Social Sciences.

New areas of underutilization developed in several disciplines. Various factors contributed to the development of underutilization in these particular disciplines.

Underutilization developed due to the creation of unfilled vacancies resulting from faculty members retiring, separating employment, or passing away in the following disciplines: Visual and Performing Arts, Professorial job group (Black); Business, Management, Marketing, Support Services, Lecturer job group (Asian); and Family and Consumer Sciences/Human Sciences, Professorial job group (Hispanic).

The Communications, Journalism, and Related Programs witnessed a development of underutilization of female faculty members in the Professorial job group. This development was due in part to a number of failed searches during the plan year.

The Education – Developmental discipline, in the Professorial job group, indicated a development of underutilization of female faculty members from 0 to 7. It should be noted that this development appears to be due in significant part to the use of re-calculated availability for this year's report. Given that estimates were substantially updated for this cycle, some availability estimates are materially different from those in prior plans. Because there were very little changes to the demographic makeup of the faculty compared to last year, it appears that the significant change in the underutilization of female employees in this report is due to the re-calculated availability, rather than significant changes in hiring during the plan year.

Executive/Administrative/Managerial

In the Administration 1 and Administration 2 job groups, underutilization of female and minority employees remained at zero. In the Security Manager job group, the underutilization of female employees decreased from 2 to 1.

Professional Non-Faculty

In the IT Computer Professional job group, underutilization of female employees increased from 4 to 11. It should be noted that this significant increase appears to be due in substantial part to the use of re-calculated availability for this year's report. Given that estimates were substantially updated for this cycle, some availability estimates are materially different from those in prior plans. Using the 2018 Labor Market Availability, underutilization of female employees increased from 4 to 5.

As in the 2017-2018 plan year, there was no underutilization of female or minority employees in the Accountant and Administration 3 job groups.

Administrative Support Workers

As in the 2017-2018 plan year, there was no underutilization of female or minority employees in the Accountant Assistant and Office Assistant job groups.

In the Mail Services Worker job group, the underutilization of female employees remained the same at 2, due to in part to a number of failed searches during the plan year.

Craft Workers

In the Laborers and Helpers job group, the underutilization of female employees remained the same at 2, due to the low number of hiring opportunities during the plan year.

The Skilled Trades job group witnessed the development of underutilization of Black and Hispanic employees. It should be noted that this development appears to be due in part to the use of re-calculated availability for this year's report. Given that estimates were substantially updated for this cycle, some availability estimates are materially different from those in prior plans. Using the 2018 Labor Market Availability, underutilization of Black and Hispanic employees remains the same at zero.

Technicians

As in the 2017-2018 plan year, there was no underutilization of female or minority employees in the Administration 4 (College Lab Technicians) – Science/Technology/Engineering, IT Support Technician, and Print Shop job groups.

The Administration 4 (College Lab Technicians) – Other job group witnessed an increase in underutilization of Asian employees. It should be noted that this development appears to be due in part to the use of re-calculated availability for this year's report. Given that estimates

were substantially updated for this cycle, some availability estimates are materially different from those in prior plans. Using the 2018 Labor Market Availability, underutilization of Asian employees remained the same at 1.

Service Workers and Others

In the Campus Public Safety Sergeant job group, underutilization of Asian employees was eliminated under the re-calculated labor market availability used for this year's report. There was underutilization of Hispanic employees in the Campus Security Assistant job group. However, it should be noted that this job group improved this area of underutilization, in that two Hispanic employees were promoted within the job group during the plan year.

As in the 2017-2018 plan year, there was no underutilization of female or minority employees in the Custodial job group. In the Custodial Supervisor job group, there was underutilization of female, Asian, and Hispanic employees.

OTHER ANALYSES

Personnel Activity

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

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

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

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

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions (separated from one group and joined another group). Personnel actions taking place across CUNY colleges are likewise treated as a separation from one college and a hire in the other.

Tenure is a permanent status granted to Professorial Faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. There is an additional review process for Professorial Faculty, involving department and College-wide Personnel and Budget Committees making recommendations to the President. It is also possible for a faculty member to be hired with Tenure. Faculty reported here received tenure/CCE status effective September

1, 2018.

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure (not common).

During the Plan year, **11** employees gained tenure. Out of the **11** employees, **5** employees were minorities. Nearly half (**5**) of the employees who gained tenure were women.

Recruiting Activity

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

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

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

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

Appendix G summarizes recruiting and selection by job group based on available data about searches that were concluded with a job offer between June 1, 2018 and May 31, 2019. We report all searches resulting in an offer regardless of whether the search was cancelled at some point after an offer was made.

For some job groups, notably faculty, there is a significant gap between offer and start dates (sometimes six months or more). We track the conclusion of a search based on accepted job offer, not start date, in order to avoid a lag in reporting search results. The impact, however, is that the number of offers reported may not match the number of hires in the personnel exhibits.

Applicant categories follow the federal guidelines for Internet Applicants:

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

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

Hiring from Civil Service Applicant Pools

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

The College participated in the following University-wide hiring pools for Classified Civil Service hires:

| Hiring Pool | Date | Number of Hires |
|---------------------------|--|--|
| Campus Security Assistant | November 28, 2018; February 4, 2019; March 26, 2019 | 10 (4 Female; 7 Black; 2 Asian) |
| CUNY Office Assistant | June 15, 2018; November 19, 2018; February 20, 2019; April 16, 2019 | 11 (8 Female; 4 Hispanic; 7 Black) |
| Stationary Engineer | August 16, 2019 | 1 |

Compensation

The University manages pay plans according to title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, Classified Civil Service Plans for Managerial Personnel and Non-Managerial Staff, and Prevailing Wage schedules for Skilled Trades.

Pay plan flexibility can be limited by bargaining unit contract, Civil Service regulations, Prevailing Wage determinations, and/or University policy.

We review overall practices such as:

- Setting of Starting Salaries
- Performance-Based Pay
- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention
- Assignment of Overtime/Additional Assignments.

We also review salaries by job group and title and evaluate areas where there is a discrepancy of 5% of more based on average salary as well as a material number of employees.

PART THREE: ACTION-ORIENTED PROGRAMS

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

Part Three contains:

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

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

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

Summary of Campus Programs, 2018-2019

| Program | Impact |
|--|--|
| <p>Designing for Success: Equity and Inclusion Task Force</p> | <p>Designing for Success, a College-wide strategic planning program, based on design theory, is aimed at dramatically improving student success and equity. Designing for Success integrates multiple planning initiatives, including initiatives by the Equity and Inclusion Task Force. The Task Force focuses on strategies for improving equity and inclusion for students, as well as faculty and staff.</p> <p>The Task Force, comprised of 32 faculty and staff members, was divided into three subcommittees: Listening Tour Subcommittee, Faculty & Staff Professional Development Subcommittee, and Formats for Programs to Collaborate Regarding Equity Issues and Advancing Equity Subcommittee.</p> <p>Designing for Success: Strategic Planning Phase 1 began in fall 2018 and continued into spring 2019. The Task Force participated Phase 1, as well as in the Designing for Success forums held on October 16, 2018 and February 4, 2019.</p> <p>During the plan year, the Task Force subcommittees engaged in the following activities:</p> |

| Program | Impact |
|---------|---|
| | <p>Listening Tour Subcommittee: The subcommittee, in partnership with the Office of Institutional Effectiveness and Analytics, engaged in a community-wide discussion on equity and inclusion inspired by the charrette process, which creates small focus groups and invites input from stakeholders at all levels of the College. The subcommittee oversaw the implementation of two phases of charrettes: Phase I (fall 2018) consisted of self-assigned registration for focus groups and ongoing focus group sessions. Phase II (spring 2019) consisted of 26 charrettes, in which affinity groups, including LGBTQIA faculty/adjuncts and faculty/adjuncts with disabilities, were invited to participate.</p> <p>Faculty & Staff Professional Development Subcommittee: The subcommittee conducted a survey to identify key areas of concern for the professional development of faculty and staff. Based on the survey findings, the subcommittee determined which areas needed to be developed or strengthened to meet the identified needs. Specifically, the subcommittee focused on developing spaces, electronically and on campus, where faculty and staff can share professional development materials and opportunities.</p> <p>Formats for Programs to Collaborate Regarding Equity Issues and Advancing Equity Subcommittee: The subcommittee</p> |

| Program | Impact |
|---|--|
| | <p>prioritized the development of guiding questions for defining and measuring equity at the department/unit level. In conjunction with the Office of Institutional Effectiveness and Analytics, the subcommittee amended the Equity section of the Administration, Educational, and Student Support (AES) Unit Review Guidelines to provide more clarity and intentionality regarding how units define, measure, and assess equity in their respective area.</p> <p>The revised section addresses critical issues of equity and inclusion at the College, such as:</p> <ul style="list-style-type: none"> • Addressing completion gaps that exist between Black/Latino males and other demographic groups at the College; • Promoting professional development for staff; • Cultural competency and faculty/staff awareness of diversity and subconscious biases; and • Involving students in conversations and actions that promote equity and inclusion. <p>The proposed changes to the AES Unit Review Guidelines will be implemented for fall 2019.</p> |
| <p>Annual Winter Faculty Convocation</p> | <p>On January 23, 2019, the College held its annual Winter Faculty Convocation, an event designed to promote an inclusive and</p> |

| Program | Impact |
|--|--|
| | <p>welcoming environment for all faculty members. The Convocation gathered all faculty, including full-time and part-time faculty, to discuss teaching, learning, and student success. All attending faculty were invited to hear an address by President Wilks. Her presentation included an update on Designing for Success, which focuses on equity issues relating to the College’s diverse student body and strengthening a culture of care.</p> <p>Attendees had the opportunity to attend panels and workshops, which included the following topics:</p> <ul style="list-style-type: none"> • Advising at The Margins: CUNY EDGE’s Advising Principles & The Needs of Students Receiving Public Assistance; • A Conversation with Student Veterans – Challenges Faced While Transitioning from Military Service to Campus Life; • Creating Pathways to Careers and Employment for Diverse Learners, Supporting Students in Coursework and in Internships; and • Ins & Outs – Office of Accessibility. |
| <p>Faculty Mentoring Programs</p> | <p>Faculty mentoring at BMCC takes many forms, including formal and informal mentor-mentee relationships. Many academic departments pair incoming faculty with senior faculty in the</p> |

| Program | Impact |
|---|--|
| | <p>department to help new faculty get their bearings in a department.</p> <p>The College also has several college-wide programs where experienced faculty lead groups of others in learning about or trying various teaching methodologies, such as learning communities or online learning.</p> <p>During the last plan year, the Office of Faculty Affairs focused on expanding these efforts to help faculty create a mentoring network. In contrast to traditional notions of mentoring, BMCC's mentoring programs are premised on the belief that there is no one person who can assist a faculty member in all aspects of her career and mentoring is useful for faculty at many stages of their careers, not only for those who are new or pursuing tenure.</p> <p>The BMCC mentoring program consists of the following:</p> <ul style="list-style-type: none"> • Cohorts for New Faculty Orientation in fall • Guidance for faculty preparing for tenure and promotion in fall and spring • Support for faculty developing new online courses or teaching their first online course |
| <p>Center for Excellence in Teaching, Learning, and Scholarship (CETLS) – BMCC</p> | <p>CETLS-BMCC is a faculty-driven center that serves the BMCC</p> |

| Program | Impact |
|---------|--|
| | <p>community by providing a forum for faculty to develop as teachers and scholars and to serve as pedagogical leaders. CETLS fosters cross-disciplinary dialogue about pedagogy and scholarship, and provides opportunities for faculty professional development. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.</p> <p>During the 2018-2019 academic year, CETLS facilitated several Faculty Interest Groups, including Africana Studies; Culture, Women’s Stories, and Creativity in STEM; Queer Communities; and Language, Society, and Culture.</p> <p>CETLS events during the 2018-2019 academic year covered the following topics, among many others:</p> <p>Universal Design for Learning: a learning approach to teaching that seeks to engage every learner by utilizing flexibility in the classroom, teaching with intuition, and error-based learning.</p> <p>SafeZone Ally Training: a two-hour training focusing on LGBTQ issues and the role of allies.</p> <p>Teaching Race and Racism: Successes and Challenges: attendees discussed successes and challenges related to teaching and learning about race and racism in the classroom.</p> |

| Program | Impact |
|---|---|
| | <p>Radical Reading Group: discussion of “Transgender History, second edition: The Roots of Today’s Revolution.”</p> |
| <p>BMCC Faculty Leadership Fellows Program</p> | <p>The goal of the BMCC Faculty Leadership Fellows Program was to develop faculty leadership and strengthen the participants’ ability to contribute to BMCC’s vision of becoming a leading community college. Through a series of workshops and panel discussions, participants learned from nationally recognized experts and leaders about some of the major challenges facing community colleges across the country, with a major focus on leadership to advance equity.</p> <p>The 2019 cohort consisted of 15 faculty fellows from various academic departments. In spring 2019, program workshop topics included mentoring and coaching, advancing equity and inclusion, and effective communications. Faculty Leadership Fellows were encouraged to participate in subsequent faculty leadership activities such as mentoring new faculty or working with new cohorts of Fellows, advancing the theory and practice of faculty leadership at BMCC.</p> |
| <p>BMCC Teaching Academy</p> | <p>The BMCC Teaching Academy is a mentoring program for tenure track faculty. In the 2018-2019 academic year, the program was redesigned in order to support the particular needs of faculty. Starting with the 2019 Cohort, the</p> |

| Program | Impact |
|--|--|
| | <p>Teaching Academy was redesigned to include two programs - the Teaching Fellows program and the scholarship of teaching and learning (SoTL) Fellows program. One of the goals of the program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.</p> <p>All untenured, full-time faculty were invited to apply to be teaching fellows. In spring 2019, the Teaching Academy introduced a fifth cohort of seven faculty members and two mentor teachers. In the Teaching Fellows program, participants worked in small cross-disciplinary groups, including one senior faculty member who facilitated group activities. Group members observed one another's classes and exchanged descriptive, non-judgmental feedback in order to enhance awareness of their teaching and their students' learning. Building on these insights, participants experimented with small changes in their teaching to better meet the diverse needs of their students.</p> |
| <p>Fall 2018 BMCC Career Fair</p> | <p>On September 26, 2018, BMCC's Center for Career Development held a career fair for BMCC students. The event provided employment and networking opportunities for potential job candidates from BMCC's diverse student body. Nearly 800 students met with more than 100</p> |

| Program | Impact |
|--|--|
| | <p>employers. The fair also provided information to students about employment opportunities at BMCC. These include working as a College Assistant in a research lab or office, working through a federal work-study program, or working at BMCC through programs including CUNY Educate, Develop, Graduate and Empower (EDGE), the Counseling Assistantship Program (CAP), CUNY Service Corps and others.</p> <p>Students prepare for these opportunities at the Center for Career Development by taking part in mock interviews, resume writing workshops and goal-setting sessions. They can attend gatherings such as LinkedIn Hour, held weekly at the College's main campus, to learn tips on maximizing their use of this social network for professionals.</p> <p>They can also take surveys to explore their interests and attend counseling sessions to focus on marketing themselves.</p> <p>Career Express, an online platform provided through the Center for Career Development, provides an extensive job bank for students, as well as access to professional development workshops and other services.</p> |
| <p>Spring 2019 BMCC Community College Faculty Career Fair</p> | <p>On February 1, 2019, BMCC hosted a career fair for job applicants interested in faculty and professional opportunities at community colleges. At the fair,</p> |

| Program | Impact |
|---|--|
| | <p>attendees participated in forums and seminars on humanities and science careers, as well as the community college hiring process. The event provided employment and networking opportunities for diverse candidates. Other CUNY colleges were invited to attend the event, which was free and open to the public.</p> |
| <p>New Faculty Orientation: EEO and Sexual Harassment Training for New Faculty</p> | <p>On August 23, 2018, as part of the annual New Faculty Orientation, the Office of Compliance and Diversity conducted an interactive EEO and Sexual Harassment training session for newly hired faculty members. At the training, new faculty members learned about CUNY's non-discrimination, sexual harassment, and accommodation policies.</p> <p>During the orientation, new faculty members also received information about tenure and promotion procedures.</p> |
| <p>EEO Training – Office of Compliance and Diversity</p> | <p>During the plan year, members of the Office of Compliance and Diversity attended the following EEO trainings:</p> <ul style="list-style-type: none"> • PLI Internal Investigations 2018 • PLI Employment Law Institute 2018 • PLI Ethics for Government Lawyers 2018 • PLE Supreme Court – October Term 2017 • ABA Perspectives from the US EEOC • ABA The Future of Work: |

| Program | Impact |
|-------------------------|--|
| | <p>The Impact of AI/Robotics in Workplace</p> <ul style="list-style-type: none"> • ABA Plenary Session: Supreme Court Labor & Employment Jurisprudence: The 2017-18 Term • ABA Religious Accommodations in the Workplace • ABA Legal Update: Sex Discrimination & Sexual Orientation and Gender Identity • ABA Preparing for and Taking a 30(b)(6) Deposition of a Technology Expert • ABA Plenary Session: Understanding Cultural Differences of Working Class and Professional Americans • ABA Employment Discrimination Litigation: Myths and Realities • ABA Deposing & Cross-Examining the Harasser & the Harassed in Sexual Harassment Cases • ABA Blockchain: What is it and its implications for the Workplace |
| E-SPARC Training | <p>All College employees were provided an annual online Employee Sexual and Interpersonal Violence Prevention and Response Course (E-SPARC).</p> |

IMPLEMENTATION OF 2019-2020 PROGRAMS

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

Planned Campus Programs, 2019-2020

| Program | Expected Impact |
|---|--|
| <p>Designing for Success: BMCC Equity and Inclusion Task Force</p> | <p>Designing for Success, a College-wide strategic planning program, based on design theory, is aimed at dramatically improving student success and equity. Designing for Success integrates multiple planning initiatives, including initiatives by the Equity and Inclusion Task Force. The Task Force focuses on strategies for improving equity and inclusion for students, as well as faculty and staff. As discussed above,</p> <p>Designing for Success: Strategic Planning Phase 1 began in fall 2018 and continued into spring 2019. Designing for Success Phase II will take place in 2019-2020, culminating with the publication of the College’s new strategic plan for 2020-2025.</p> |
| <p>BMCC Mentoring Programs</p> | <p>BMCC Mentoring Programs will continue in the 2019-2020 academic year. The BMCC mentoring program, as in the last plan year, will consist of the following:</p> <ul style="list-style-type: none"> • Cohorts for New Faculty Orientation in fall • Guidance for faculty preparing for tenure and promotion in fall and spring • Support for faculty |

| Program | Expected Impact |
|---|---|
| | <p>developing new online courses or teaching their first online course</p> <p>The Office of Faculty Affairs will continue to expand these efforts to help faculty create a mentoring network.</p> |
| <p>Center for Excellence in Teaching, Learning, and Scholarship (CETLS) – BMCC</p> | <p>CETLS-BMCC, described above, is a faculty-driven center that serves the BMCC community by providing a forum for faculty to develop as teachers and scholars and to serve as pedagogical leaders. CETLS fosters cross-disciplinary dialogue about pedagogy and scholarship, and provides opportunities for faculty professional development. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.</p> <p>In a continuing effort to improve faculty development and equity, the College will continue its CETLS program in the 2019-2020 academic year. In the upcoming plan year, the program will integrate Culturally Relevant and Culturally Sustaining pedagogy training in New Faculty Orientation and host faculty brown-bag discussions on the topic.</p> |
| <p>New Faculty Orientation: EEO and Sexual Harassment Training</p> | <p>On August 22, 2019, as part of the annual New Faculty Orientation, the Office of Compliance and Diversity conducted an interactive EEO and Sexual Harassment training session for newly hired</p> |

| Program | Expected Impact |
|---------|--|
| | <p>faculty members. At the training, new faculty members learned about CUNY's non-discrimination, sexual harassment, and accommodation policies.</p> <p>During the orientation, new faculty members also received information about tenure and promotion procedures.</p> |

ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

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

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

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

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collection of all applications into a single automated system where pre-established

screening practices relevant to the specific function may be applied

- A job application process where candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, and disability status; data is kept confidentially and used to analyze the composition of applicant pools
- For many positions, a committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

BMCC continues to broaden the College's diversity recruitment and outreach efforts to hire and retain faculty members. The Chief Diversity Officer and Digital Recruiter coordinate resources to ensure that diversity outreach efforts to recruit faculty members are effective and strategic. This collaboration allows the Digital Recruiter to engage in targeted outreach and address underutilization in an impactful manner. The Digital Recruiter utilizes online tools, including social media recruitment opportunities on LinkedIn and Twitter, to establish BMCC as an employer of choice and to distribute BMCC faculty opportunities to a broad range of diversity recruitment sources. For example, when utilizing LinkedIn and Twitter for faculty applicant sourcing, the job opportunities are sent to diversity groups, including, but not limited to, Hispanic Professionals, National Black MBA Association, National Association of Asian American Professionals, Woman 2 Woman Business, Professionals with Disabilities, The National Italian American Foundation, Recruit Military, and Minority Nurses. This ensures that faculty openings are widely distributed to a diverse applicant pool.

Furthermore, faculty positions are advertised on the Smart Recruiter platform, which distributes the openings online to Hispanics Today, The Black Perspective, Diversityjobs.com, and Diversity in Education, among other diversity recruitment websites. The College also posts faculty positions on the following diversity recruitment websites: Hispanic Outlook, Chronicle of Higher Education, Diverse Issues, Jobs.womenforhire.com, Academiccareers.com, Higheredjobs.com, and Howard University.

In addition to the foregoing, the Chief Diversity Officer posts and distributes notices of non-discrimination policies, changes in regulations, compliance information, and makes the Affirmative Action Plan available for public inspection. She also integrates compliance information into training programs for faculty, students, and staff.

In August 2019, the Digital Recruiter transferred from the Office of Human Resources to the Office of Compliance and Diversity. With this change, the Digital Recruiter and the Chief Diversity Officer will now be able to work even closer in creating and improving upon strategies to promote diversity in recruitment. For example, the Digital Recruiter and the Chief Diversity Officer are developing a faculty training that will focus on best practices for diversity recruitment. The Digital Recruiter will also begin working closely with hiring managers to engage in targeted recruitment for individual job opportunities, with the goal of improving areas of underutilization.

The Office of Compliance and Diversity gave EEO and Sexual Harassment training to the following groups during the last plan year: new students, new faculty, athletic staff, athletes, Student Government Association, Office of Accessibility, Office of Student Affairs, full-time employees, Public Safety Staff, and members of the President's Cabinet. During the course of the plan year, the Office of Compliance and Diversity provided in-person training to, approximately, **623** students and **230** employees.

Additionally, EEO and Sexual Harassment training was also given to the following groups in preparation for the following plan year: new students, athletes, athletic staff, and new faculty, among others.

During the last plan year, the College's Chief Diversity Officer continued to work closely with Department Chairs to discuss strategies for promoting diversity and inclusion and implementing best practices, specifically tailored to meet the needs of their individual departments. In fall 2018, the Chief Diversity Officer presented an ADA Accommodations and Best Practices training to faculty in the Science Department. Over 50 faculty and staff members from the Science Department attended. In spring 2019, the Chief Diversity Officer presented a sexual harassment, Title IX, and EEO training for the Academic Literacy and Linguistics Department. Over 30 faculty and staff members from the department attended. These training were presented to address compliance requirements, best practices, and common issues faced by the department.

Each year the College promotes diversity through a program of events. BMCC hosted the following events to promote diversity at the College:

During the course of the last plan year, BMCC sponsored multiple events to celebrate the diversity on our campus. This included sponsoring heritage months and weeks, which included activities ranging from exhibits and discussions, to films and speakers. During the academic year, BMCC celebrated African American Heritage Month, Asian Heritage Month, Hispanic Heritage Month, Italian American Heritage Month, LGBT Pride Month, and Women's HerStory Month. BMCC also hosted the annual Saint Patrick's Day Luncheon, featuring traditional Irish cuisine, dance, and music, to benefit the BMCC Student Emergency Fund. In addition, BMCC held multiple events to celebrate veterans, including events celebrating the U.S. Coast Guard's 228th birthday, the U.S. Air Force's 71st birthday, the U.S. Navy's 243rd birthday, the U.S. Army's 244th birthday, and the U.S. Marine Corps' 243rd birthday. BMCC also showed its support for veterans by hosting a Fall Welcome Back event in September 2018 and a Spring Welcome Back event in February 2019. Additionally, BMCC participated in the NYC Veteran Day Parade in November 2018 and the U.S. Marine Corps Reserve Toys for Tots Drive in December 2018. BMCC also recognized student veterans by hosting events during Hispanic Heritage Month, Black History Month, Women's HerStory Month, and Asian Heritage Month.

In spring 2018, BMCC's Women's Resource Center held its 17th Annual Student Women's Leadership Conference and Outdoor Retreat, in which over 50 female students participated in activities designed to empower them and build their confidence. In October 2018, Domestic Violence Awareness month, BMCC's Women's Resource Center promoted domestic violence awareness by sponsoring various workshops, trainings, and events, including its annual Walk With Me event, in which students and staff marched through the campus to raise awareness for domestic violence. Former New York State Assembly Member Naomi Rivera joined more than 90

BMCC students, faculty and staff for the annual Walk With Me silent procession through BMCC's 199 Chambers Street campus. Rivera first introduced the statewide Walk With Me initiative in 2005, when she asked colleges and universities to participate and raise awareness about domestic violence. The event included several student speakers as well as statements by President Wilks. In fall 2018, the Women's Resource Center also participated in the Breast Cancer Walk and a coat drive. In spring 2019, the Women's Resource held the following events to empower women: Love Better Campaign, Women's Conference: Vision and Peace, Women's HerSTory Month (events dedicated to women's rights, gender equality, diversity, equity, and social justice), Good Deeds Day, and the 18th Annual Student Women's Leadership Conference and Outdoor Retreat.

The Women's Resource Center also continued its work with the BMCC Safe Zone, a program geared towards providing support to members of the BMCC lesbian, gay, bisexual, transgender, and queer (LGBTQ) community and helping to create a more inclusive environment. The Safe Zone program is comprised of faculty and staff volunteers who are committed to being allies and a source of support and information to individuals regardless of their sexual orientation or gender identity. It is a mode of outreach to LGBTQ students to make them feel welcome in all areas of the college. BMCC provides training for faculty and staff as part of the LGBTQ Safe Zone project.

Finally, the college incorporates diversity in its academic courses. Examples of this commitment can be seen through the college's Center for Ethnic Studies, which offers students an opportunity to study the experiences of diverse racial and ethnic groups in North America, as well as the histories and creative expressions of Africa, the Caribbean, Latin America, and Asia. Through its curriculum, the Center of Ethnic Studies strives to revitalize the cultural heritages of historically excluded and underrepresented groups - Africans and peoples of African descent, Latinos, and Asians. Professors in the Center for Ethnic Studies also led study abroad courses in Brazil and the Dominican Republic.

INTERNAL AUDIT AND REPORTING

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

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

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations
- Monitoring the status of employee self-identification programs
- Reviewing the effectiveness of recruiting outreach and advertising

- Monitoring complaints or incident reports which may indicate underlying trends
- Reviewing personnel activities and the Affirmative Action Plan with senior level officers
- Advising management of program effectiveness and provide recommendations for improvement.

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

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

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans.

The sections of Part Four, as mandated by regulation, are:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

It is also The University’s policy to provide reasonable accommodations to applicants, employees and other persons 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.

The City University of New York, 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. Further details on University policies are available at: [Click for CUNY's Policies.](#)

REVIEW OF PERSONNEL PROCESSES

Our goal is to ensure personnel activities are consistent with providing equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review our personnel processes for potential barriers to employment, training, and promotion.

The College’s personnel processes do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limits their access to jobs for which they are qualified; further, the College strives to include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify upon each application through CUNY’s online applicant tracking system. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information. The College last conducted a self-identification campaign in 2018 and plans to have the next comprehensive campaign in 2020.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

We will review the requirements of a given position when there is a change in working conditions or requirements. As new job qualifications are established, the College reviews them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans (unless they reflect essential functions of these particular jobs).

The University's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service specifications. The University also provides a checklist for planning a recruiting effort that includes a sign-off on a review of job qualifications.

REASONABLE ACCOMMODATIONS

The College provides reasonable accommodations to Individuals with Disabilities and Disabled Veterans in order to apply for a position or perform the duties of their jobs. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests for accommodation (by applicants, employees, contractors, visitors, and others).

The College contact for accommodation requests is:

Name: Gloria Chao

Title: Director of Human Resources

Phone: (212) 220-8304

Email: gchao@bmcc.cuny.edu

CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments is available on CUNY's website:

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

Information for applicants for employment is provided on the Employment Page of the CUNY Website and at the [BMCC Human Resources Policies](#) Page of the BMCC Website. The text of the statement is as follows:

Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the Human Resources office at the College posting the position (list at www.cuny.edu/employment/campus-hr.html) or contact the Office of Recruitment and Diversity at jobs@cuny.edu or at 395 Hudson St., New York, NY 10014.

As per University policy, the College also provides reasonable accommodations to individuals based on a disability; pregnancy, childbirth, or a medical condition related to pregnancy or

childbirth; religious practices and status as a victim of domestic violence, sex offense or stalking.

In the last year:

- The College received did not receive any official requests for accommodations for employees or job applicants. It should be noted that many requests for employee accommodations are resolved through an informal process.
- The College upgraded campus facilities to improve access to restrooms and respite rooms. The College completed construction of single occupancy/gender neutral bathroom facilities on the main campus and in the College's Murray Street building. The College also completed construction of respite rooms, where employees and students who are nursing can express breastmilk on campus. Respite rooms are available at the College's main campus, Murray Street building, and Fiterman Hall.

HARASSMENT PREVENTION PROCEDURES

The University has developed procedures to ensure that Individuals with Disabilities or Protected Veterans are not harassed. (See above, *Policy Statements on Equal Employment Opportunity*). The 504/ADA Coordinator, Odelia Levy, Esq., administers efforts to ensure access and non-discrimination for Individuals with Disabilities.

EXTERNAL DISSEMINATION OF POLICY

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

The University also posts its Non-Discrimination Policy on its employment website ([Click for CUNY's Employment Page \(www.cuny.edu/employment.html\)](http://www.cuny.edu/employment.html)) and announces the policy annually in the New York Times newspaper.

The University Office of Labor Relations provides an annual notice of our policies to labor unions.

The College sends written notice of the Affirmative Action Policy to all subcontractors, vendors, and suppliers requesting compliance with our policy.

OUTREACH AND POSITIVE RECRUITING

Summary of 2018-2019 Outreach Efforts

During the last plan year, the College undertook the following targeted efforts for outreach to Veterans and Individuals with Disabilities:

| Program / Effort | Impact/Discussion |
|--|---|
| Digital Recruitment | <p>The College’s Digital Recruiter engaged in targeted outreach in an effort to address underutilization in an impactful manner. The Digital Recruiter utilized online tools, including social media recruitment opportunities on LinkedIn and Twitter, to establish BMCC as an employer of choice and to distribute BMCC faculty opportunities to a wealth of diversity recruitment sources. For example, when utilizing LinkedIn and Twitter for faculty applicant sourcing, the job opportunities were sent to diversity groups, including, but not limited to Recruit Military and Professionals with Disabilities. The Digital Recruiter also posted job opportunities on the Minority Faculty/Staff Applicant Database and Chronicle Vitae, which focus on the recruitment of minority faculty and staff.</p> |
| Organization for Student Veterans | <p>During the last plan year, Organization for Student Veterans, a BMCC student club, hosted guest speakers from the following organization to present on employment opportunities:</p> <ul style="list-style-type: none"> • NYC FDNY • NYC Department of Corrections • NY/NJ Port Authority • Citi Group • Wounded Warrior Project |
| Job Fairs | <p>BMCC continues to engage in affirmative outreach efforts to recruit</p> |

| Program / Effort | Impact/Discussion |
|---|--|
| | members of the military. BMCC personnel attended multiple job fairs for veterans, including Veterans Professional Resources Fair at the Graduate Center, and Hiring Our Heroes. |
| CUNY Neurodiversity Conference | In March 2019, BMCC's Office of Accessibility participated in the second annual CUNY Neurodiversity Conference, which focused on strategies for supporting students with intellectual disabilities in achieving their academic and professional goals. |
| ADA Accommodations and Best Practices Training | Throughout the last plan year, the Office of Compliance and Diversity provided ADA accommodations training to faculty/staff in the Science Department, the Office of Accessibility, and the Office of Student Affairs, among others. The trainings focused on policies and best practices for reasonable accommodations and equal opportunities for individuals with disabilities. |
| CUNY LEADS | During the last plan year, BMCC's Office of Accessibility continued its partnership with CUNY LEADS (Linking Employment, Academics and Disability Services), a unique academic and career program for students with disabilities at CUNY. The program provides students with disabilities various services, including career counseling, skills for job search and retention, enhanced employment opportunities, resume and interview preparation, and job placement assistance. Program participants also receive referral assistance with Adult Career and Continuing Education Services-Vocational Rehabilitation |

| Program / Effort | Impact/Discussion |
|------------------|---|
| | <p>(ACCES-VR), a New York State Education Department program that assists individuals with disabilities to achieve and maintain employment. CUNY LEADS provides employers with a pool of qualified, prescreened job candidates from CUNY colleges, including BMCC, who are prepared for the workforce, as well as internship opportunities.</p> |

Planned Outreach for 2019-2020

The College Plans to pursue the following activities during the next plan year:

| Program / Effort | Goals/Expected Impact |
|-----------------------------------|--|
| <p>Digital Recruitment</p> | <p>The College’s Digital Recruiter will continue to engage in targeted outreach in an effort to address underutilization in an impactful manner. The Digital Recruiter will utilize online tools, including social media recruitment opportunities on LinkedIn and Twitter, to establish BMCC as an employer of choice and to distribute BMCC faculty opportunities to a wealth of diversity recruitment sources. The College will continue to post job opportunities on diverse recruitment websites, including, but not limited to, Hispanic Professionals, National Black MBA Association, National Association of Asian American Professionals, Woman 2 Woman Business, Professionals with Disabilities, The National Italian American Foundation, Recruit Military, and Minority Nurses. The Digital Recruiter will also continue to posts job opportunities on the Minority Faculty/Staff Applicant Database and</p> |

| Program / Effort | Goals/Expected Impact |
|---|---|
| | <p>Chronicle Vitae, which focus on the recruitment of minority faculty and staff. The College will continue to post faculty positions on the following diversity recruitment websites: Hispanic Outlook, Chronicle of Higher Education, Diverse Issues, Jobs.womenforhire.com, Academiccareers.com, Higheredjobs.com, and Howard University.</p> |
| CUNY LEADS | <p>BMCC's Office of Accessibility will continue its partnership with CUNY LEADS (Linking Employment, Academics and Disability Services), As described above, the program provides students with disabilities various services, including career counseling, skills for job search and retention, enhanced employment opportunities, resume and interview preparation, and job placement assistance. Additionally, CUNY LEADS provides employers with a pool of qualified, prescreened job candidates from CUNY colleges, including BMCC, who are prepared for the workforce, as well as internship opportunities.</p> |
| ADA Accommodations and Best Practices Training | <p>The Office of Compliance and Diversity will continue to provided ADA accommodations training to faculty/staff. The trainings will focus on policies and best practices for reasonable accommodations and equal opportunities for individuals with disabilities.</p> |

In addition, ongoing efforts include:

- Disseminating information concerning employment opportunities to media that reach Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the federal VETS-4212 report annually
- As defined by New York State statute, assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status
- As defined by New York State statute, assisting qualified Individuals with Disabilities to apply for, and be appointed to classified competitive Civil Service titles without an examination.

INTERNAL DISSEMINATION OF POLICY

To foster positive support for the Affirmative Action Program for Protected Veterans and Individuals with Disabilities, the College has:

- Included policies in manuals and other in-house publications
- Met with senior staff and supervisors to explain the intent of the policy and individual responsibilities
- Scheduled training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications
- Posted *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featured persons who are Individuals with Disabilities in handbooks or similar publications

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

President Wilks oversees Affirmative Action and compliance programs. She appoints the 504/ADA Coordinator to oversee College compliance activities and provides management support and resources to manage the implementation of Affirmative Action and compliance programs. Issues uncovered in self-audits or reviews are ultimately reported to the President who oversees implementation of appropriate responses.

504/ADA Coordinator

The President assigned the duties of the 504/ADA Coordinator to Odelia Levy, Esq. Responsibilities include:

- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances; considering appeals and disputed accommodation decisions
- Maintaining information on accommodations requested and provided
- Ensuring pertinent records are stored securely and confidentiality is maintained
- Providing training as needed on issues related to Individuals with Disabilities.

College Officials

College officials assume certain responsibilities to assure compliance with regulations, including working with the Office of Human Resources to fund, identify and implement accommodations and other improvements to promote accessibility on campus.

For example, BMCC's Veterans Resource Center and Office of Accessibility provide important resources and information for veterans and individuals with disabilities, respectively. The offices provide resources for career opportunities and reasonable accommodations.

University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management, including university-wide and college-specific data. The University posts these reports online at:

[Click here for University Resources:](#)

<http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

TRAINING

Employees involved with recruitment, selection, promotion, disciplinary actions, training, and related processes for Individuals with Disabilities or Veterans are acquainted with the College's Affirmative Action Program. CUNY's Office of Recruitment and Diversity and the Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

The Office of Compliance and Diversity presents sexual harassment, Title IX, and EEO training for employees throughout the academic year. The trainings include information about reasonable accommodations and equal opportunities for veterans and individuals with disabilities. Additionally, the College continues to ensure that search committees are incorporating best practices in the diversity recruitment realm. The Office of Compliance and Diversity also includes information on best practices for interviewing applicants with disabilities when charging search committees.

BMCC personnel regularly participate in webinars and trainings regarding best practices in faculty diversity recruitment. These recruitment efforts are designed to further enhance BMCC's faculty applicant pools of underrepresented groups.

During the last plan year, BMCC personnel attended the following trainings, which focused on best practices for diversity recruitment:

- Launching a Diversity Recruitment Initiative at Your Organization, General Assembly (June 26, 2018);
- Recruiting & Diversity: Attract, Onboard, and Retain, General Assembly (August 1, 2018)
- From Insights to Impact, Annual LinkedIn Talent Connect (October 9-11, 2018)
- Operation Talent: LinkedIn's Guide to Military Hiring Live Webcast, LinkedIn Talent Solutions (October 30, 2018)
- Embedding Inclusivity and Belonging into the Employee Lifecycle Webinar, ReadyTalk
- Fourth Annual Faculty Diversity and Inclusion Conference - Minding the Gap: Retaining & Sustaining the Academic Community, CUNY Office of Recruitment and Diversity (March 29, 2019)

During the last plan year, the College's Chief Diversity Officer attended the following trainings, which focused on best EEO practices, relating to Individuals with Disabilities and Veterans:

- Mental Health First Aid Certificate Training, Thrive NYC (January 4, 2019)
- Internal Investigations 2018, Practicing Law Institute (June 22, 2018)

- Employment Law Institute 2018, Practicing Law Institute (October 17-18, 2018)
- Building Military Cultural Competence: A Training Program for Higher Education Health and Wellness Professionals, SUNY New Paltz Office of Veteran & Military Services, Institute for Disaster Mental Health at SUNY New Paltz, and Student Veterans of America (March 1, 2019)

As mentioned above, in August 2019, the Digital Recruiter transferred from the Office of Human Resources to the Office of Compliance and Diversity. With this change, the Digital Recruiter and the Chief Diversity Officer will now be able to further elevate and coordinate strategies to promote diversity in recruitment. For example, the Digital Recruiter and the Chief Diversity Officer are developing a faculty training that will focus on best practices for diversity recruitment. The Digital Recruiter will also develop an early outreach program with hiring managers to engage in targeted recruitment for individual job opportunities, with the goal of improving areas of underutilization.

AUDIT AND REPORTING SYSTEM

The 504/ADA Coordinator oversees College audit and reporting systems in support of Individuals with Disabilities, evaluating how the College is meeting its objectives, identifying barriers to access, and identifying the need for remedial action.

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process. The CDO also monitors recruitment activities and discrimination claims related to status as a Veteran or Individual with a Disability.

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

BENCHMARK COMPARISONS

Staffing

Appendix H details the utilization of Individuals with Disabilities by job group. The number of Individuals with Disabilities, and the percent of total staff, is listed. This should be compared with the (federal) suggested guideline of 7.0%. While there is a requirement to report staffing, there is no requirement to calculate underutilization or set placement goals.

There is no guideline for utilization of Veterans.

Hiring Rate

The Exhibit on the next page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with the previous two plan years. This is presented in the format prescribed by the Department of Labor.

In March 2019, the federal benchmark Hiring Rate for Veterans was set at 5.9%. There is no

hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Benchmark

The benchmark Hiring Rate is established annually by the U.S. Department of Labor and was 5.9% as of March, 2019.

| Factor | 2018-2019 | 2017-2018 | 2016-2017 |
|---|---------------|-------------|-------------|
| Benchmark | 5.9% | 6.4% | 6.7% |
| A. Number of applicants who self-identified as Veterans before an offer of employment is made | 156 | 295 | 375 |
| B. Total number of job openings | 78 | 126 | 218 |
| C. Total number of jobs filled | 117 | 150 | 181 |
| D. Total number of applicants for all jobs | 11,187 | 22,402 | 26,166 |
| E. Number of Veteran applicants hired | 1 | 2 | 2 |
| F. Total number of applicants hired | 117 | 150 | 181 |
| Hiring Rate (E divided by F) | 0.85% | 1.33% | 1.1% |
| Was Benchmark Met? (Yes/No) | No | No | No |

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

| Factor | 2018-2019 | 2017 - 2018 | 2016 - 2017 |
|--|---------------|-------------|-------------|
| A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made | 388 | 772 | 950 |
| B. Total number of job openings | 78 | 126 | 218 |
| C. Total number of jobs filled | 117 | 150 | 181 |
| D. Total number of applicants for all jobs | 11,187 | 22,402 | 26,166 |
| E. Number of Individuals with Disabilities hired | 2 | 0 | 4 |
| F. Total number of applicants hired | 117 | 150 | 181 |
| Hiring Rate (E Divided by F) | 1.71% | 0% | 2.2% |

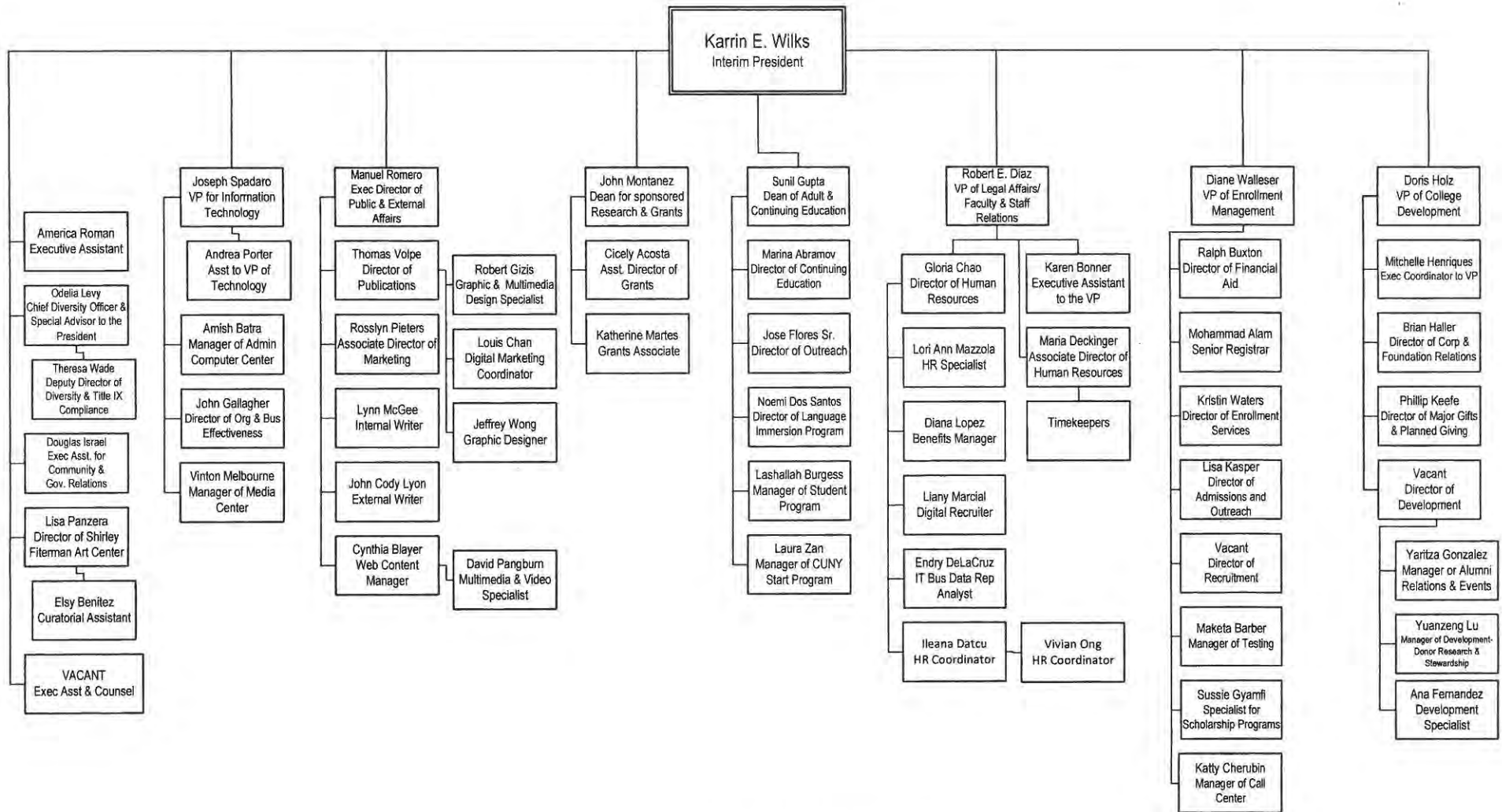
APPENDICES

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

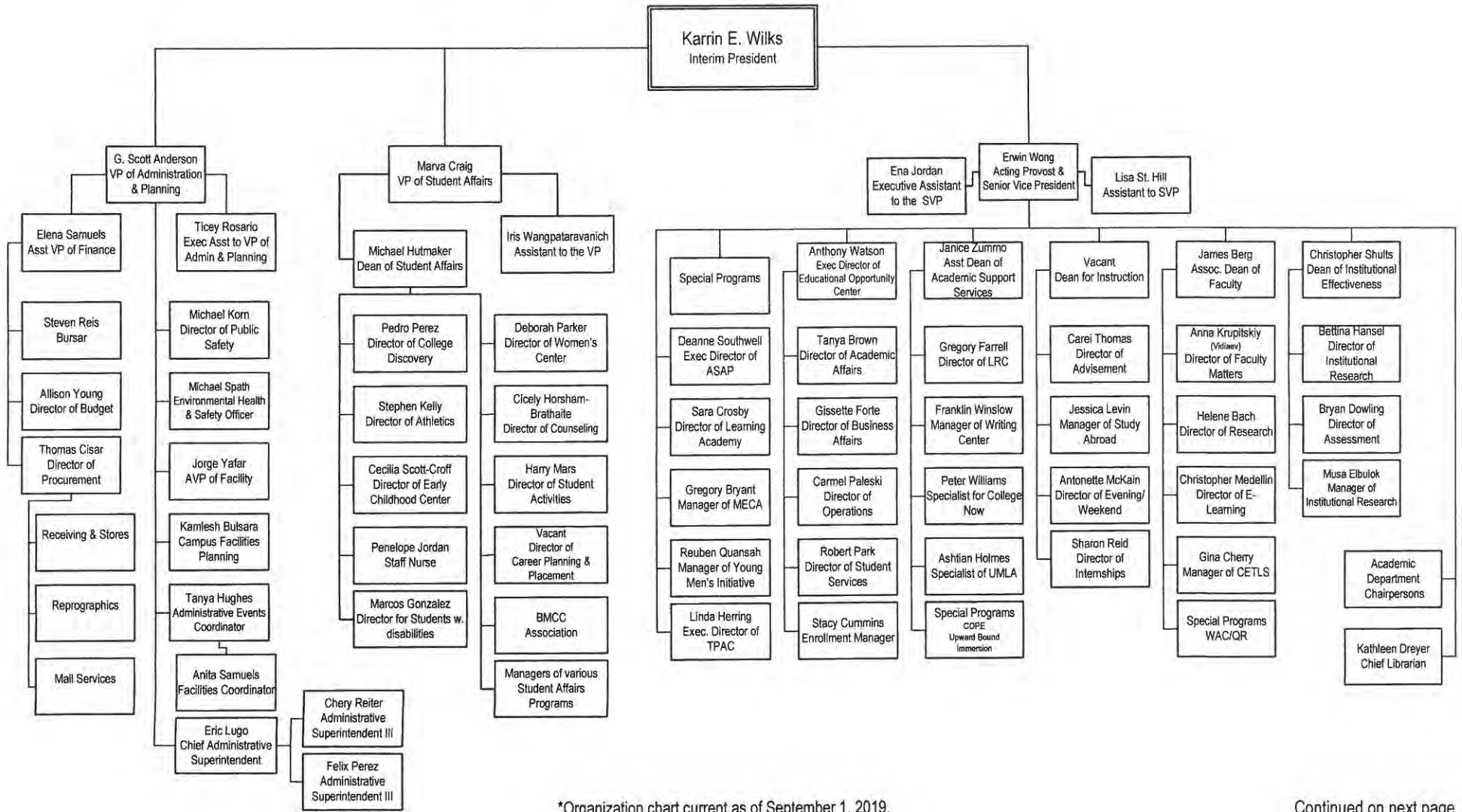
APPENDIX A - ORGANIZATION CHART

Borough of Manhattan CC

This Appendix provides a high-level organization chart.



*Organization chart current as of September 1, 2019.



*Organization chart current as of September 1, 2019.

Continued on next page

APPENDIX B - REAFFIRMATION LETTER

Borough of Manhattan CC

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



REAFFIRMATION OF COMMITMENT TO AFFIRMATIVE ACTION, EQUAL OPPORTUNITY, DIVERSITY, AND INCLUSION

The Borough of Manhattan Community College and the City University of New York (CUNY) have a long-standing commitment to affirmative action, equal opportunity and diversity and inclusion. BMCC is proud of our richly diverse and inclusive community. We are all enriched and strengthened by this rich diversity of backgrounds, perspectives, and ideas. At BMCC, I support the policies and practices that we have implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace and in the classroom. Consequently, I strongly reaffirm BMCC's commitment, and my own commitment, to the principles of affirmative action, equal opportunity, diversity, and inclusion at BMCC.

CUNY's Policy on Equal Opportunity and Nondiscrimination policy, as well as the CUNY Policy on Sexual Misconduct, include our commitment to recruit, employ, retain, promote, and provide benefits to employees (and applicants) and to admit and provide services for students without discriminating on the basis of actual or perceived 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, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state, and city laws. Sexual harassment, a form of sex discrimination, is also prohibited. Furthermore, retaliation is strictly prohibited.

As a federal contractor, CUNY and BMCC engage in affirmative action consistent with Executive Order 11246. In addition to the protected groups delineated in Executive Order 11246, Italian-Americans are also included as a protected group.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer and Special Advisor to the President, Odelia Levy, who serves as the 504/ADA Coordinator and Title IX Coordinator, and to Theresa Wade, Deputy Director of Diversity & Title IX Compliance. The vice presidents, deans, directors, managers and supervisors all

share an ongoing responsibility for ensuring our compliance with these policies and laws. The Chief Diversity Officer and Deputy Director oversee the investigation of internal complaints of unlawful discrimination or harassment. The Office of Compliance and Diversity is located at 199 Chambers Street, Room S701. If you have a complaint of unlawful discrimination, unlawful harassment, or retaliation, or would like additional information, please contact the Chief Diversity Officer at OLevy@bmcc.cuny.edu or at 212-220-1236 or the Deputy Director at TWade@bmcc.cuny.edu or at 212-220-1273.

I invite you to visit the [BMCC](#) and [CUNY](#) websites to learn more about our policies pertaining to unlawful discrimination and harassment, including sexual harassment, and retaliation, including the [CUNY Equal Opportunity and Non Discrimination Policy](#) and the [CUNY Policy on Sexual Misconduct](#). Additional information about external agencies handling complaints of unlawful discrimination and harassment as well as other policies are available on the [Office of Compliance and Diversity website](#). BMCC remains committed to promoting diversity and equal opportunity. These initiatives foster our vibrant campus community and create an environment where all members can thrive. I ask for your continued support to ensure affirmative action, equal opportunity, diversity, and inclusion in all programs and practices at BMCC.



Karrin E. Wilks
Interim President
Borough of Manhattan Community College

Office of The Interim President
199 Chambers Street, S-701
(212) 220-1230



APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Borough of Manhattan CC

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

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

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

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

Full Time Employee Count (excludes Chief Executive): 1,419

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 20

Executive Compensation Plan (Other Than Chief Executive)

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

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|-------------|
|------------|--------|-------------|

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

| Title(s) | Employee(s) |
|---------------------|-------------|
| Administrator | 1 |
| Assc Administrator | 1 |
| Assc Dean | 1 |
| Asst Administrator | 3 |
| Asst Dean | 1 |
| Asst Vice President | 2 |
| Dean | 4 |
| Sr Vice President | 1 |
| Vice President | 6 |

Administration 2 (Manager)

Employee Count: 114

Manager-Level Administrators

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|-------------|
|------------|--------|-------------|

| | | |
|------------|--------|---|
| 1-External | 50.00% | ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers). |
| 2-Internal | 50.00% | Employees in HE Assistant title as of 6/1/2018. |

| Title(s) | Employee(s) |
|------------------|-------------|
| EOC HE Associate | 1 |
| EOC HE Officer | 4 |
| HE Associate | 73 |
| HE Officer | 36 |

Category: Executive/Administrative/Managerial

Facility Manager

Employee Count: 4

Facility Superintendents (Managerial)

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------------------|-------------|
| Admin Supt Builds Grds | 3 |
| Chief Admin Supt - Competitive | 1 |

IT Computer Manager

Employee Count: 1

Information Technology Managers (Managerial)

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|---|
| 1-External | 60.00% | 2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers) |
| 2-Internal | 40.00% | Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018. |

| Title(s) | Employee(s) |
|-------------------------|-------------|
| IT Computer Systems Mgr | 1 |

Security Manager

Employee Count: 6

Campus Security Managers (Managerial)

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------------|-------------|
| Campus Security Asst Dir | 5 |
| Campus Security Dir | 1 |

Category: Professional Faculty

Faculty-Developmental

Employee Count: 35

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs such as CUNY START. In 2017, added to accommodate new CUNY START and CUNY CLIP program faculty and related programs.

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|------------------------|-------------|
| CLIP Instructor | 10 |
| CUNY Start Instructor | 16 |
| EOC Lecturer | 7 |
| EOC Lecturer Doc Sched | 2 |

Faculty-Instructor

Employee Count: 24

Instructor Faculty excluding Librarians. Instructors are term-limited faculty whose positions convert to Assistant Professor upon completion of a doctorate within five years. They are generally in the process of completing a doctorate-level degree. For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|------------|-------------|
| Instructor | 24 |

Faculty-Lecturer

Employee Count: 74

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure. The minimum qualification for Lecturer is a Bachelor's degree in a discipline related to the subject being taught. For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-------------------|-------------|
| Lecturer | 69 |
| Lecturer Doct Sch | 5 |

Category: Professional Faculty

Faculty-Librarian

Employee Count: 14

CUNY Librarians with faculty appointments

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

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|---------|--|
| 1-External | 100.00% | 2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline. |
| 2-Internal | 0.00% | NA |

| Title(s) | Employee(s) |
|----------------|-------------|
| Assc Professor | 6 |
| Asst Professor | 6 |
| Lecturer | 1 |
| Professor | 1 |

Faculty-Professorial

Employee Count: 454

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

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

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|---------|--|
| 1-External | 100.00% | 2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted. |
| 2-Internal | 100.00% | NA |

| Title(s) | Employee(s) |
|----------------|-------------|
| Assc Professor | 149 |
| Asst Professor | 200 |
| Professor | 105 |

Category: Professional Non-Faculty

Accountant

Employee Count: 5

Accountants (Professionals)

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------|-------------|
| Finance Accountant | 1 |
| Purchasing Agent | 4 |

Administration 3 (Professional)

Employee Count: 241

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------|-------------|
| Asst to HEO | 79 |
| EOC Assistant to HEO | 9 |
| EOC HE Assistant | 4 |
| HE Assistant | 148 |
| Research Asst | 1 |

Disability Accomm. Spec

Employee Count: 1

Disability Accommodation Specialists

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------------------|-------------|
| Disability Accommodations Spec | 1 |

Category: Professional Non-Faculty

IT Computer Professional

Employee Count: 32

Information Technology Professionals

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-------------------------|-------------|
| IT Associate | 7 |
| IT Asst | 14 |
| IT Bus Data Rep Analyst | 6 |
| IT Sr Associate | 5 |

Nurse

Employee Count: 1

Nurses

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

Labor Market Availability Factors

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

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

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 15

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

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|---|
| 1-External | 70.00% | ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookeeping, Accounting, and Auditing Clerks). |
| 2-Internal | 30.00% | Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018. |

| Title(s) | Employee(s) |
|--------------------------|-------------|
| Asst Purchasing Agent | 1 |
| EOC Accounting Assistant | 2 |
| Finance Accountant Asst | 12 |

Administrative Assistant

Employee Count: 11

Administrative Support Staff-Senior Level

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-----------------|-------------|
| CUNY Admin Asst | 11 |

Mail Services Worker

Employee Count: 5

Mail Services Workers

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|------------------------------|-------------|
| EOC Mail Message Svcs Worker | 1 |
| Mail Message Svcs Worker | 4 |

Category: Administrative Support Workers

Office Assistant

Employee Count: 92

Administrative Support Staff-Entry Level

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|---------|--|
| 1-External | 100.00% | 2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other). |
| 2-Internal | 0.00% | NA |

| Title(s) | Employee(s) |
|-----------------------|-------------|
| CUNY Office Assistant | 82 |
| EOC Office Assistant | 10 |

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 37

College Laboratory Technicians (abbreviated as "CLT")

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------|-------------|
| College Lab Tech | 18 |
| EOC College Lab Tech | 2 |
| Sr College Lab Tech | 17 |

Broadcast/Media

Employee Count: 3

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------------------|-------------|
| Asst Media Services Technician | 2 |
| Broadcast Assc | 1 |

Engineering Technician

Employee Count: 1

Engineering and Architectural Technicians

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|------------------|-------------|
| Facilities Coord | 1 |

Category: Technicians

IT Support Technician

Employee Count: 4

IT Technical Support Workers

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-----------------|-------------|
| IT Support Asst | 4 |

Print Shop

Employee Count: 9

Print Shop and Related Tech Workers

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|------------------------|-------------|
| Graphics Designer | 2 |
| Print Shop Assistant | 5 |
| Print Shop Associate | 1 |
| Print Shop Coordinator | 1 |

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 4

Buildings and Grounds Workers

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------|-------------|
| Maintenance Worker | 4 |

Laborers and Helpers

Employee Count: 10

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-------------------------|-------------|
| Laborer | 6 |
| Stock Worker | 3 |
| Stock Worker Supervisor | 1 |

Category: Craft Workers

Skilled Trades

Employee Count: 49

Skilled Tradespeople

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|---------------------|-------------|
| Carpenter | 7 |
| Electrician | 9 |
| Locksmith | 2 |
| Oiler | 13 |
| Painter | 5 |
| Plumber | 1 |
| Stationary Engineer | 11 |
| Thermostat Repairer | 1 |

Skilled Trades-Supervisor

Employee Count: 2

Skilled Trades Supervisors

Labor Market Availability Factors

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

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

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Category: Service Workers and Others

Campus Peace Officer

Employee Count: 29

Campus Security-Mid Level Staff

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

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|---|
| 1-External | 0.00% | 2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers). |
| 2-Internal | 20.00% | Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018. |

| Title(s) | Employee(s) |
|----------------------|-------------|
| Campus Peace Officer | 29 |

Campus Public Safety Sergeant

Employee Count: 10

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------------|-------------|
| Campus Pub Safety Sergeant | 10 |

Campus Security Assistant

Employee Count: 37

Campus Security-Entry Level Staff

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------|-------------|
| Campus Security Asst | 37 |

Category: Service Workers and Others

Custodial

Employee Count: 61

Custodians-Entry Level

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|---------|---|
| 1-External | 100.00% | 2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners). |
| 2-Internal | 0.00% | NA |

| Title(s) | Employee(s) |
|---------------------|-------------|
| Custodial Assistant | 61 |

Custodial Supervisor

Employee Count: 14

Custodial Supervisors

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|--|
| 1-External | 45.00% | 2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers). |
| 2-Internal | 55.00% | Employees in the Custodial job group who are not temporary as of 6/1/2018. |

| Title(s) | Employee(s) |
|-------------------------------|-------------|
| Custodial Asst Principal Supv | 2 |
| Custodial Principal Supv | 2 |
| Custodial Sr Supervisor | 2 |
| Custodial Supervisor | 8 |

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

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

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

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Borough of Manhattan CC

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

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

Total Faculty: 604

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences AND Physical Sciences

Faculty Count: 62

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10165 | Science | 62 |

Business, Management, Marketing, Support Services

Faculty Count: 45

| Department ID | Department Name | Number of Faculty |
|---------------|-------------------------|-------------------|
| 10005 | Accounting | 20 |
| 10042 | Business Administration | 25 |

Communications, Journalism, and Related Programs

Faculty Count: 15

| Department ID | Department Name | Number of Faculty |
|---------------|---------------------------|-------------------|
| 10416 | Media Arts and Technology | 15 |

Communications, Journalism, etc. AND Visual and Performing Arts

Faculty Count: 39

| Department ID | Department Name | Number of Faculty |
|---------------|--------------------------------|-------------------|
| 10289 | Speech/Communication/Theatre A | 39 |

Computer and Information Sciences and Support Services

Faculty Count: 21

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------------|-------------------|
| 10064 | Computer Applications | 21 |

Education

Faculty Count: 13

| Department ID | Department Name | Number of Faculty |
|---------------|-------------------|-------------------|
| 10293 | Teacher Education | 13 |

Education - Developmental

Faculty Count: 85

| Department ID | Department Name | Number of Faculty |
|---------------|--------------------------------|-------------------|
| 10260 | Academic Literacy & Linguistic | 46 |
| 75023 | Counseling Academic | 4 |
| 80130 | CUNYstart Program | 16 |
| 80334 | Edu. Opportunity & Diversity P | 9 |
| 65068 | Language Immersion Program | 10 |

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

English Language and Literature/Letters

Faculty Count: 69

| Department ID | Department Name | Number of Faculty |
|---------------|------------------------------|-------------------|
| 10105 | English Language/Literatures | 69 |

Family and Consumer Sciences/Human Sciences

Faculty Count: 11

| Department ID | Department Name | Number of Faculty |
|---------------|------------------|-------------------|
| 10134 | Health Education | 11 |

Foreign Languages, Literatures, and Linguistics

Faculty Count: 30

| Department ID | Department Name | Number of Faculty |
|---------------|--------------------------------|-------------------|
| 10204 | Modern Languages & Literatures | 30 |

Health Professions and Related Programs

Faculty Count: 27

| Department ID | Department Name | Number of Faculty |
|---------------|--------------------|-------------------|
| 10199 | Medical Technology | 6 |
| 10211 | Nursing | 21 |

Library (Librarians/Non-Teaching)

Faculty Count: 14

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 70054 | Library | 14 |

Mathematics and Statistics

Faculty Count: 67

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10195 | Mathematics | 67 |

Social Sciences

Faculty Count: 83

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10280 | Social Science | 83 |

Visual and Performing Arts

Faculty Count: 23

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10022 | Art & Music | 23 |

APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

Borough of Manhattan CC

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

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

Full-Time Employee Count: 37

College Lab Tech-Blended Science Engineering Technical

Employees: 20

| Department ID | Department Name | Number of Technicians |
|---------------|-----------------------|-----------------------|
| 10064 | Computer Applications | 2 |
| 10195 | Mathematics | 5 |
| 10199 | Medical Technology | 1 |
| 10211 | Nursing | 2 |
| 10165 | Science | 10 |

College Lab Tech-Other

Employees: 17

| Department ID | Department Name | Number of Technicians |
|---------------|--------------------------------|-----------------------|
| 10260 | Academic Literacy & Linguistic | 2 |
| 10022 | Art & Music | 1 |
| 75012 | Athletics & Recreation | 1 |
| 10042 | Business Administration | 3 |
| 80334 | Edu. Opportunity & Diversity P | 2 |
| 10204 | Modern Languages & Literatures | 7 |
| 10289 | Speech/Communication/Theatre A | 1 |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Borough of Manhattan CC

Appendix E-1 presents utilization and underutilization of protected groups by job group.

A group is reported only when five or more employees are assigned to it.

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

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 20

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|---------------------|
| 04315 | Administrator |
| 04321 | Ascc Administrator |
| 04320 | Ascc Dean |
| 04723 | Asst Administrator |
| 04722 | Asst Dean |
| 04316 | Asst Vice President |
| 04314 | Dean |
| 04701 | Sr Vice President |
| 04702 | Vice President |

| | Utilization Report | | | | |
|------------------------------------|--------------------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 8 | 11 | 2 | 4 | 4 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 40.0% | 55.0% | 10.0% | 20.0% | 20.0% |
| Labor Market Avail. Percent | 44.2% | 27.7% | 9.8% | 8.8% | 7.9% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)
Description: Manager-Level Administrators
Full-time Employees: 114

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|------------------|
| 04073 | EOC HE Associate |
| 04074 | EOC HE Officer |
| 04075 | HE Associate |
| 04097 | HE Officer |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 71 | 68 | 15 | 33 | 19 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 62.3% | 59.6% | 13.2% | 28.9% | 16.7% |
| Labor Market Avail. Percent | 57.4% | 48.1% | 11.0% | 19.6% | 15.7% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Executive/Administrative/Managerial

Job Group: Security Manager

Description: Campus Security Managers (Managerial)

Full-time Employees: 6

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|--------------------------|
| 04980 | Campus Security Asst Dir |
| 04979 | Campus Security Dir |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 0 | 4 | 0 | 1 | 3 |
| Underutilized (Y = Yes) | Y | | Y | Y | |
| Number Underutilized | 1 | | 0 | 1 | |
| Actual Utilization Percent | 0.0% | 66.7% | 0.0% | 16.7% | 50.0% |
| Labor Market Avail. Percent | 22.0% | 59.7% | 5.1% | 30.4% | 23.3% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Professional Non-Faculty

Job Group: Accountant
Description: Accountants (Professionals)
Full-time Employees: 5

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|--------------------|
| 04801 | Finance Accountant |
| 12121 | Purchasing Agent |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 4 | 5 | 1 | 3 | 1 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 80.0% | 100.0% | 20.0% | 60.0% | 20.0% |
| Labor Market Avail. Percent | 83.6% | 72.6% | 20.5% | 34.2% | 17.8% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 241

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|----------------------|
| 04017 | Asst to HEO |
| 04071 | EOC Assistant to HEO |
| 04072 | EOC HE Assistant |
| 04099 | HE Assistant |
| 04132 | Research Asst |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 164 | 186 | 28 | 96 | 52 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 68.0% | 77.2% | 11.6% | 39.8% | 21.6% |
| Labor Market Avail. Percent | 69.0% | 43.4% | 12.3% | 16.7% | 12.5% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Professional Non-Faculty

Job Group: IT Computer Professional
Description: Information Technology Professionals
Full-time Employees: 32

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|-------------------------|
| 04877 | IT Associate |
| 04875 | IT Asst |
| 04029 | IT Bus Data Rep Analyst |
| 04880 | IT Sr Associate |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 3 | 28 | 9 | 6 | 12 |
| Underutilized (Y = Yes) | Y | | | | |
| Number Underutilized | 11 | | | | |
| Actual Utilization Percent | 9.4% | 87.5% | 28.1% | 18.8% | 37.5% |
| Labor Market Avail. Percent | 42.3% | 55.7% | 28.0% | 13.3% | 12.7% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Administrative Support Workers

Job Group: Accountant Assistant

Description: Accounting Support Staff (Accounting and Purchasing Agent Assist

Full-time Employees: 15

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|--------------------------|
| 12120 | Asst Purchasing Agent |
| 04867 | EOC Accounting Assistant |
| 04800 | Finance Accountant Asst |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 13 | 13 | 3 | 7 | 3 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 86.7% | 86.7% | 20.0% | 46.7% | 20.0% |
| Labor Market Avail. Percent | 83.1% | 49.2% | 10.8% | 19.3% | 17.3% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Administrative Support Workers

Job Group: Administrative Assistant
Description: Administrative Support Staff-Senior Level
Full-time Employees: 11

Employees in this group hold the following titles:

Title ID **Title Name**
 04804 CUNY Admin Asst

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 11 | 10 | 2 | 5 | 2 |
| Underutilized (Y = Yes) | | | | | Y |
| Number Underutilized | | | | | 1 |
| Actual Utilization Percent | 100.0% | 90.9% | 18.2% | 45.5% | 18.2% |
| Labor Market Avail. Percent | 90.3% | 68.0% | 7.5% | 36.3% | 24.0% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 92

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|-----------------------|
| 04802 | CUNY Office Assistant |
| 04870 | EOC Office Assistant |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 80 | 83 | 7 | 39 | 32 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 87.0% | 90.2% | 7.6% | 42.4% | 34.8% |
| Labor Market Avail. Percent | 87.9% | 40.0% | 7.8% | 14.3% | 16.2% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Administrative Support Workers

Job Group: Mail Services Worker

Description: Mail Services Workers

Full-time Employees: 5

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|------------------------------|
| 04878 | EOC Mail Message Svcs Worker |
| 04921 | Mail Message Svcs Worker |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 0 | 5 | 1 | 1 | 3 |
| Underutilized (Y = Yes) | Y | | | Y | |
| Number Underutilized | 2 | | | 0 | |
| Actual Utilization Percent | 0.0% | 100.0% | 20.0% | 20.0% | 60.0% |
| Labor Market Avail. Percent | 31.3% | 61.3% | 7.8% | 27.5% | 22.8% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Craft Workers

Job Group: Laborers and Helpers
Description: Entry-Level Craft Workers
Full-time Employees: 10

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|-------------------------|
| 90702 | Laborer |
| 12200 | Stock Worker |
| 12202 | Stock Worker Supervisor |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 0 | 10 | 1 | 7 | 2 |
| Underutilized (Y = Yes) | Y | | | | Y |
| Number Underutilized | 2 | | | | 2 |
| Actual Utilization Percent | 0.0% | 100.0% | 10.0% | 70.0% | 20.0% |
| Labor Market Avail. Percent | 20.9% | 72.0% | 6.2% | 23.7% | 39.3% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-time Employees: 49

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|---------------------|
| 04899 | Carpenter |
| 91717 | Electrician |
| 04905 | Locksmith |
| 04891 | Oiler |
| 91830 | Painter |
| 91915 | Plumber |
| 04915 | Stationary Engineer |
| 91940 | Thermostat Repairer |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 0 | 18 | 2 | 5 | 10 |
| Underutilized (Y = Yes) | Y | | | Y | Y |
| Number Underutilized | 1 | | | 1 | 3 |
| Actual Utilization Percent | 0.0% | 36.7% | 4.1% | 10.2% | 20.4% |
| Labor Market Avail. Percent | 2.2% | 45.1% | 4.3% | 13.1% | 25.6% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Technicians

Job Group: Print Shop

Description: Print Shop and Related Tech Workers

Full-time Employees: 9

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|------------------------|
| 04808 | Graphics Designer |
| 04805 | Print Shop Assistant |
| 04806 | Print Shop Associate |
| 04807 | Print Shop Coordinator |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 4 | 8 | 2 | 2 | 4 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 44.4% | 88.9% | 22.2% | 22.2% | 44.4% |
| Labor Market Avail. Percent | 24.5% | 48.1% | 8.4% | 11.5% | 27.1% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 10

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|----------------------------|
| 04846 | Campus Pub Safety Sergeant |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 5 | 10 | 0 | 7 | 3 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 0 | | |
| Actual Utilization Percent | 50.0% | 100.0% | 0.0% | 70.0% | 30.0% |
| Labor Market Avail. Percent | 21.9% | 88.1% | 4.9% | 53.8% | 27.4% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Service Workers and Others

Job Group: Campus Peace Officer
Description: Campus Security-Mid Level Staff
Full-time Employees: 29

Employees in this group hold the following titles:

| | |
|-----------------|----------------------|
| Title ID | Title Name |
| 04844 | Campus Peace Officer |

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 9 | 25 | 2 | 16 | 7 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 31.0% | 86.2% | 6.9% | 55.2% | 24.1% |
| Labor Market Avail. Percent | 18.6% | 53.8% | 7.7% | 24.1% | 20.2% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 37

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|----------------------|
| 04841 | Campus Security Asst |

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 12 | 34 | 5 | 26 | 3 |
| Underutilized (Y = Yes) | | | | | Y |
| Number Underutilized | | | | | 5 |
| Actual Utilization Percent | 32.4% | 91.9% | 13.5% | 70.3% | 8.1% |
| Labor Market Avail. Percent | 19.8% | 71.2% | 6.9% | 41.4% | 20.4% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 14

Employees in this group hold the following titles:

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

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 3 | 13 | 0 | 10 | 3 |
| Underutilized (Y = Yes) | Y | | Y | | Y |
| Number Underutilized | 2 | | 1 | | 2 |
| Actual Utilization Percent | 21.4% | 92.9% | 0.0% | 71.4% | 21.4% |
| Labor Market Avail. Percent | 32.7% | 74.5% | 5.3% | 30.5% | 38.0% |

APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

Category: Service Workers and Others

Job Group: Custodial
Description: Custodians-Entry Level
Full-time Employees: 61

Employees in this group hold the following titles:

Title ID **Title Name**
 04861 Custodial Assistant

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 23 | 59 | 2 | 24 | 33 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 1 | | |
| Actual Utilization Percent | 37.7% | 96.7% | 3.3% | 39.3% | 54.1% |
| Labor Market Avail. Percent | 26.9% | 68.0% | 5.1% | 19.8% | 41.5% |

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

Borough of Manhattan CC

Appendix E-2 presents utilization and underutilization for College Laboratory Technicians, by general discipline and by protected demographic group.

A group is reported only when five or more employees are assigned to it.

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

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 20

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

Department ID Department Name

| | |
|-------|-----------------------|
| 10064 | Computer Applications |
| 10195 | Mathematics |
| 10199 | Medical Technology |
| 10211 | Nursing |
| 10165 | Science |

| | Utilization Report | | | | |
|------------------------------------|---------------------------|-----------------------|--|------------------------------|-----------------------------|
| | Female | Total Minority | Asian/Nat. Haw./Oth Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 7 | 16 | 5 | 6 | 5 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 35.0% | 80.0% | 25.0% | 30.0% | 25.0% |
| Labor Market Avail. Percent | 27.8% | 49.3% | 22.4% | 10.6% | 14.2% |

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

College Lab Tech - Other

Full-Time Employees: 17

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

| Department ID | Department Name |
|---------------|--------------------------------|
| 10260 | Academic Literacy & Linguistic |
| 10022 | Art & Music |
| 75012 | Athletics & Recreation |
| 10042 | Business Administration |
| 80334 | Edu. Opportunity & Diversity P |
| 10204 | Modern Languages & Literatures |
| 10289 | Speech/Communication/Theatre A |

| | Utilization Report | | | | |
|------------------------------------|--------------------|----------------|-------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Oth Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 6 | 12 | 0 | 5 | 7 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 4 | | |
| Actual Utilization Percent | 35.3% | 70.6% | 0.0% | 29.4% | 41.2% |
| Labor Market Avail. Percent | 30.4% | 50.7% | 22.4% | 10.3% | 16.0% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Borough of Manhattan CC

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

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

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

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

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences AND Physical Sciences

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

10165 Science

Job Group Faculty-Professorial

Total Faculty: 58

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 23 | 25 | 12 | 1 | 10 |
| Underutilized (Y = Yes) | | | | Y | |
| Number Underutilized | | | | 1 | |
| Actual Utilization Percent | 39.7% | 43.1% | 20.7% | 1.7% | 17.2% |
| Labor Market Avail. Percent | 45.8% | 23.2% | 10.0% | 4.0% | 6.8% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Business, Management, Marketing, Support Services

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

- 10005 Accounting
- 10042 Business Administration

Job Group Faculty-Professorial

Total Faculty: 36

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 13 | 22 | 9 | 8 | 5 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 36.1% | 61.1% | 25.0% | 22.2% | 13.9% |
| Labor Market Avail. Percent | 42.9% | 37.2% | 7.0% | 21.6% | 6.5% |

Job Group Faculty-Lecturer

Total Faculty: 5

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 3 | 5 | 0 | 4 | 1 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 1 | | |
| Actual Utilization Percent | 60.0% | 100.0% | 0.0% | 80.0% | 20.0% |
| Labor Market Avail. Percent | 46.7% | 39.2% | 13.0% | 11.1% | 13.0% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Communications, Journalism, and Related Programs

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

10416 Media Arts and Technology

Job Group **Faculty-Professorial**

Total Faculty: 15

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 6 | 4 | 0 | 3 | 1 |
| Underutilized (Y = Yes) | Y | | Y | | |
| Number Underutilized | 3 | | 1 | | |
| Actual Utilization Percent | 40.0% | 26.7% | 0.0% | 20.0% | 6.7% |
| Labor Market Avail. Percent | 57.5% | 18.7% | 4.8% | 5.2% | 6.8% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Communications, Journalism, etc. AND Visual and Performing Arts

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

10289 Speech/Communication/Theatre A

Job Group **Faculty-Professorial**

Total Faculty: 23

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 15 | 6 | 1 | 3 | 2 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 1 | | |
| Actual Utilization Percent | 65.2% | 26.1% | 4.3% | 13.0% | 8.7% |
| Labor Market Avail. Percent | 52.4% | 19.4% | 7.2% | 4.3% | 5.3% |

Job Group **Faculty-Lecturer**

Total Faculty: 11

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 5 | 6 | 0 | 6 | 0 |
| Underutilized (Y = Yes) | Y | | Y | | Y |
| Number Underutilized | 2 | | 1 | | 2 |
| Actual Utilization Percent | 45.5% | 54.5% | 0.0% | 54.5% | 0.0% |
| Labor Market Avail. Percent | 63.2% | 33.5% | 7.0% | 9.2% | 14.0% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Computer and Information Sciences and Support Services

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

10064 Computer Applications

Job Group Faculty-Professorial

Total Faculty: 16

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 4 | 10 | 9 | 0 | 1 |
| Underutilized (Y = Yes) | | | | Y | |
| Number Underutilized | | | | 1 | |
| Actual Utilization Percent | 25.0% | 62.5% | 56.3% | 0.0% | 6.3% |
| Labor Market Avail. Percent | 20.8% | 27.0% | 10.9% | 9.3% | 4.5% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education

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

10293 Teacher Education

Job Group **Faculty-Professorial**

Total Faculty: 12

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 10 | 6 | 1 | 2 | 3 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 83.3% | 50.0% | 8.3% | 16.7% | 25.0% |
| Labor Market Avail. Percent | 69.1% | 33.2% | 3.8% | 18.8% | 8.6% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education - Developmental

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

| | |
|-------|--------------------------------|
| 10260 | Academic Literacy & Linguistic |
| 75023 | Counseling Academic |
| 80130 | CUNYstart Program |
| 80334 | Edu. Opportunity & Diversity P |
| 65068 | Language Immersion Program |

Job Group Faculty-Professorial

Total Faculty: 37

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 20 | 11 | 4 | 5 | 1 |
| Underutilized (Y = Yes) | Y | | | Y | Y |
| Number Underutilized | 7 | | | 2 | 2 |
| Actual Utilization Percent | 54.1% | 29.7% | 10.8% | 13.5% | 2.7% |
| Labor Market Avail. Percent | 72.1% | 32.1% | 2.6% | 17.8% | 8.5% |

Job Group Faculty-Lecturer

Total Faculty: 11

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 6 | 2 | 0 | 1 | 1 |
| Underutilized (Y = Yes) | | Y | Y | | |
| Number Underutilized | | 1 | 1 | | |
| Actual Utilization Percent | 54.5% | 18.2% | 0.0% | 9.1% | 9.1% |
| Labor Market Avail. Percent | 64.5% | 30.7% | 10.7% | 9.2% | 8.9% |

Job Group Faculty-Developmental

Total Faculty: 35

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Job Group Faculty-Developmental

Total Faculty: 35

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 22 | 18 | 2 | 9 | 7 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 2 | | |
| Actual Utilization Percent | 62.9% | 51.4% | 5.7% | 25.7% | 20.0% |
| Labor Market Avail. Percent | 64.5% | 30.7% | 10.7% | 9.2% | 8.9% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

English Language and Literature/Letters

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

10105 English Language/Literatures

Job Group Faculty-Professorial

Total Faculty: 54

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 35 | 15 | 2 | 6 | 4 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 64.8% | 27.8% | 3.7% | 11.1% | 7.4% |
| Labor Market Avail. Percent | 63.4% | 14.6% | 3.6% | 4.2% | 4.8% |

Job Group Faculty-Lecturer

Total Faculty: 14

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 10 | 5 | 2 | 2 | 1 |
| Underutilized (Y = Yes) | | | | | Y |
| Number Underutilized | | | | | 1 |
| Actual Utilization Percent | 71.4% | 35.7% | 14.3% | 14.3% | 7.1% |
| Labor Market Avail. Percent | 71.6% | 33.6% | 6.4% | 9.7% | 14.2% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Family and Consumer Sciences/Human Sciences

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

10134 Health Education

Job Group Faculty-Professorial

Total Faculty: 8

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 6 | 4 | 0 | 4 | 0 |
| Underutilized (Y = Yes) | | | Y | | Y |
| Number Underutilized | | | 0 | | 1 |
| Actual Utilization Percent | 75.0% | 50.0% | 0.0% | 50.0% | 0.0% |
| Labor Market Avail. Percent | 75.8% | 31.3% | 6.0% | 15.2% | 7.3% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Foreign Languages, Literatures, and Linguistics

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

10204 Modern Languages & Literatures

Job Group Faculty-Professorial

Total Faculty: 26

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 19 | 15 | 2 | 0 | 13 |
| Underutilized (Y = Yes) | | | | Y | |
| Number Underutilized | | | | 0 | |
| Actual Utilization Percent | 73.1% | 57.7% | 7.7% | 0.0% | 50.0% |
| Labor Market Avail. Percent | 59.2% | 21.2% | 3.9% | 1.5% | 13.4% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Health Professions and Related Programs

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

- 10199 Medical Technology
- 10211 Nursing

Job Group Faculty-Professorial

Total Faculty: 26

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 20 | 17 | 4 | 11 | 2 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 76.9% | 65.4% | 15.4% | 42.3% | 7.7% |
| Labor Market Avail. Percent | 58.8% | 32.0% | 17.1% | 6.2% | 6.1% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group Faculty-Librarian

Total Faculty: 14

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 11 | 5 | 2 | 3 | 0 |
| Underutilized (Y = Yes) | | | | | Y |
| Number Underutilized | | | | | 1 |
| Actual Utilization Percent | 78.6% | 35.7% | 14.3% | 21.4% | 0.0% |
| Labor Market Avail. Percent | 82.8% | 13.6% | 4.0% | 4.4% | 3.8% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Mathematics and Statistics

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

10195 Mathematics

Job Group Faculty-Professorial

Total Faculty: 45

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 16 | 19 | 7 | 8 | 4 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 35.6% | 42.2% | 15.6% | 17.8% | 8.9% |
| Labor Market Avail. Percent | 25.9% | 24.2% | 10.3% | 3.7% | 6.3% |

Job Group Faculty-Lecturer

Total Faculty: 19

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 5 | 14 | 4 | 9 | 1 |
| Underutilized (Y = Yes) | Y | | | | Y |
| Number Underutilized | 3 | | | | 1 |
| Actual Utilization Percent | 26.3% | 73.7% | 21.1% | 47.4% | 5.3% |
| Labor Market Avail. Percent | 41.1% | 37.2% | 17.3% | 6.3% | 10.8% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Social Sciences

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

10280 Social Science

Job Group Faculty-Professorial

Total Faculty: 76

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 48 | 44 | 13 | 14 | 16 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 63.2% | 57.9% | 17.1% | 18.4% | 21.1% |
| Labor Market Avail. Percent | 46.9% | 20.7% | 5.7% | 5.5% | 7.5% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Visual and Performing Arts

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

10022 Art & Music

Job Group Faculty-Professorial

Total Faculty: 22

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 13 | 5 | 4 | 0 | 1 |
| Underutilized (Y = Yes) | | | | Y | |
| Number Underutilized | | | | 1 | |
| Actual Utilization Percent | 59.1% | 22.7% | 18.2% | 0.0% | 4.5% |
| Labor Market Avail. Percent | 50.7% | 19.6% | 8.0% | 4.0% | 4.9% |

APPENDIX F-1 - SUMMARY OF PERSONNEL ACTIVITY

Borough of Manhattan CC

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

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

Personnel Action Categories

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

Job Group Summary
Accountant Assistant

| | | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-----|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| Net Group Changes | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (3) | - | - | - | - | (3) | - | - | (3) | (3) | - | - | - | - | - |
| Male | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | (3) | - | 0% | - | - | (3) | 100% | - | (3) | (3) | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (3) | - | 0% | - | - | (3) | 100% | - | (3) | (3) | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | (3) | - | 0% | - | - | (3) | 100% | - | (3) | (3) | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Accountant

| | | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|---|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| Net Group Changes | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 3 | 3 | - | - | 3 | - | - | - | - | - | - | - | - | - | - |
| Male | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | 3 | 3 | 100% | - | 3 | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 3 | 3 | 100% | - | 3 | - | 0% | - | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 3 | 3 | 100% | - | 3 | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Administration 1 (Executive)

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | - | 1 | | 1 | - | (1) | | - | (1) | (1) | - | - | - | 1 | - |
| Male | 1 | 1 | 100% | 1 | - | - | 0% | - | - | - | - | - | - | 1 | - |
| Female | (1) | - | 0% | - | - | (1) | 100% | - | (1) | (1) | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 1 | 1 | 100% | 1 | - | - | 0% | - | - | - | - | - | - | 1 | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | 1 | - |
| Black | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | 1 | 1 | 100% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | (1) | - | 0% | - | - | (1) | 100% | - | (1) | (1) | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Administration 1 (Chief Executive)

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 1 | 1 | - | - | 1 | - | - | - | - | - | - | - | - | - | - |
| Male | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | 1 | 1 | 100% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | 1 | 1 | 100% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Administration 2 (Managers)

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 7 | 15 | | 10 | 5 | (8) | | (8) | - | - | - | - | - | 2 | - |
| Male | 7 | 8 | 53% | 6 | 2 | (1) | 13% | (1) | - | - | - | - | - | - | - |
| Female | - | 7 | 47% | 4 | 3 | (7) | 88% | (7) | - | - | - | - | - | 2 | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 4 | 7 | 47% | 4 | 3 | (3) | 38% | (3) | - | - | - | - | - | 2 | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 2 | 3 | 20% | 1 | 2 | (1) | 13% | (1) | - | - | - | - | - | 1 | - |
| Hispanic | 2 | 4 | 27% | 3 | 1 | (2) | 25% | (2) | - | - | - | - | - | 1 | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | 3 | 8 | 53% | 6 | 2 | (5) | 63% | (5) | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | 1 | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Administration 3 (Professional)

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 8 | 32 | | 31 | 1 | (24) | | (19) | (5) | (5) | - | - | - | 17 | - |
| Male | 2 | 13 | 41% | 12 | 1 | (11) | 46% | (9) | (2) | (2) | - | - | - | 7 | - |
| Female | 6 | 19 | 59% | 19 | - | (13) | 54% | (10) | (3) | (3) | - | - | - | 10 | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 7 | 24 | 75% | 23 | 1 | (17) | 71% | (14) | (3) | (3) | - | - | - | 14 | - |
| Asian | 1 | 1 | 3% | 1 | - | - | 0% | - | - | - | - | - | - | 4 | - |
| Black | 8 | 15 | 47% | 15 | - | (7) | 29% | (5) | (2) | (2) | - | - | - | 5 | - |
| Hispanic | (1) | 7 | 22% | 6 | 1 | (8) | 33% | (7) | (1) | (1) | - | - | - | 4 | - |
| Other Minority | (1) | 1 | 3% | 1 | - | (2) | 8% | (2) | - | - | - | - | - | 1 | - |
| All White | - | 7 | 22% | 7 | - | (7) | 29% | (5) | (2) | (2) | - | - | - | 3 | - |
| Unknown | 1 | 1 | 3% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | (1) | - | 0% | - | - | (1) | 4% | (1) | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Basic Crafts-Buildings and Grounds

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (1) | - | - | - | - | (1) | - | - | (1) | - | (1) | - | - | - | - |
| Male | (1) | - | 0% | - | - | (1) | 100% | - | (1) | - | (1) | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (1) | - | 0% | - | - | (1) | 100% | - | (1) | - | (1) | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | (1) | - | 0% | - | - | (1) | 100% | - | (1) | - | (1) | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Broadcast/Media

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 2 | 2 | | 2 | - | - | | - | - | - | - | - | - | - | - |
| Male | 1 | 1 | 50% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | 1 | 1 | 50% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 2 | 2 | 100% | 2 | - | - | 0% | - | - | - | - | - | - | - | - |
| Asian | 1 | 1 | 50% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | 1 | 1 | 50% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Campus Peace Officer-Sergeant

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (1) | 4 | | 2 | 2 | (5) | | (4) | (1) | (1) | - | - | - | - | - |
| Male | (2) | 2 | 50% | 1 | 1 | (4) | 80% | (3) | (1) | (1) | - | - | - | - | - |
| Female | 1 | 2 | 50% | 1 | 1 | (1) | 20% | (1) | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | - | 4 | 100% | 2 | 2 | (4) | 80% | (3) | (1) | (1) | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 1 | 4 | 100% | 2 | 2 | (3) | 60% | (3) | - | - | - | - | - | - | - |
| Hispanic | (1) | - | 0% | - | - | (1) | 20% | - | (1) | (1) | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | (1) | - | 0% | - | - | (1) | 20% | (1) | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Campus Peace Officer

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 3 | 3 | | 2 | 1 | - | | - | - | - | - | - | - | - | - |
| Male | 3 | 3 | 100% | 2 | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 3 | 3 | 100% | 2 | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 2 | 2 | 67% | 1 | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | 1 | 1 | 33% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Campus Security Assistant

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 11 | 11 | | 11 | - | - | | - | - | - | - | - | - | - | - |
| Male | 6 | 6 | 55% | 6 | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | 5 | 5 | 45% | 5 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 10 | 10 | 91% | 10 | - | - | 0% | - | - | - | - | - | - | - | - |
| Asian | 2 | 2 | 18% | 2 | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 8 | 8 | 73% | 8 | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | 1 | 1 | 9% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | 1 | 1 | 9% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Administration 4 (College Lab Tech)

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (1) | 1 | | 1 | - | (2) | | (2) | - | - | - | - | - | 3 | - |
| Male | (1) | 1 | 100% | 1 | - | (2) | 100% | (2) | - | - | - | - | - | 2 | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | 1 | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (1) | 1 | 100% | 1 | - | (2) | 100% | (2) | - | - | - | - | - | 2 | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | 1 | - |
| Black | (1) | - | 0% | - | - | (1) | 50% | (1) | - | - | - | - | - | 1 | - |
| Hispanic | - | 1 | 100% | 1 | - | (1) | 50% | (1) | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | 1 | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
CUNY Admin Assistant

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 1 | 3 | - | - | 3 | (2) | - | - | (2) | - | (2) | - | - | - | - |
| Male | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | 1 | 3 | 100% | - | 3 | (2) | 100% | - | (2) | - | (2) | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 2 | 3 | 100% | - | 3 | (1) | 50% | - | (1) | - | (1) | - | - | - | - |
| Asian | 1 | 1 | 33% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Black | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | - | 1 | 33% | - | 1 | (1) | 50% | - | (1) | - | (1) | - | - | - | - |
| Other Minority | 1 | 1 | 33% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| All White | (1) | - | 0% | - | - | (1) | 50% | - | (1) | - | (1) | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
CUNY Office Assistant

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 2 | 14 | | 12 | 2 | (12) | | (8) | (4) | (4) | - | - | - | - | - |
| Male | 2 | 3 | 21% | 3 | - | (1) | 8% | - | (1) | (1) | - | - | - | - | - |
| Female | - | 11 | 79% | 9 | 2 | (11) | 92% | (8) | (3) | (3) | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 1 | 13 | 93% | 12 | 1 | (12) | 100% | (8) | (4) | (4) | - | - | - | - | - |
| Asian | (2) | - | 0% | - | - | (2) | 17% | (1) | (1) | (1) | - | - | - | - | - |
| Black | 4 | 7 | 50% | 7 | - | (3) | 25% | (3) | - | - | - | - | - | - | - |
| Hispanic | - | 6 | 43% | 5 | 1 | (6) | 50% | (4) | (2) | (2) | - | - | - | - | - |
| Other Minority | (1) | - | 0% | - | - | (1) | 8% | - | (1) | (1) | - | - | - | - | - |
| All White | 1 | 1 | 7% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Custodial

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 5 | 10 | | 10 | - | (5) | | (5) | - | - | - | - | - | - | - |
| Male | 3 | 6 | 60% | 6 | - | (3) | 60% | (3) | - | - | - | - | - | - | - |
| Female | 2 | 4 | 40% | 4 | - | (2) | 40% | (2) | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 5 | 10 | 100% | 10 | - | (5) | 100% | (5) | - | - | - | - | - | - | - |
| Asian | (1) | - | 0% | - | - | (1) | 20% | (1) | - | - | - | - | - | - | - |
| Black | 5 | 8 | 80% | 8 | - | (3) | 60% | (3) | - | - | - | - | - | - | - |
| Hispanic | 1 | 2 | 20% | 2 | - | (1) | 20% | (1) | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Custodial Supervisor

| | | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | Net Group Changes | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (2) | - | - | - | - | (2) | - | (2) | - | - | - | - | - | - | - |
| Male | (2) | - | 0% | - | - | (2) | 100% | (2) | - | - | - | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (2) | - | 0% | - | - | (2) | 100% | (2) | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | (1) | - | 0% | - | - | (1) | 50% | (1) | - | - | - | - | - | - | - |
| Hispanic | (1) | - | 0% | - | - | (1) | 50% | (1) | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Facility Manager

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 1 | 1 | | 1 | - | - | | - | - | - | - | - | - | 1 | - |
| Male | - | | 0% | - | - | - | | - | - | - | - | - | - | 1 | - |
| Female | 1 | 1 | 100% | 1 | - | - | | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |
| Total Min | - | - | 0% | - | - | - | | - | - | - | - | - | - | 1 | - |
| Asian | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |
| Black | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | | - | - | - | - | - | - | 1 | - |
| Other Minority | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |
| All White | 1 | 1 | 100% | 1 | - | - | | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Faculty-Developmental

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (4) | 4 | | 4 | - | (8) | | (8) | - | - | - | - | - | - | - |
| Male | (1) | 1 | 25% | 1 | - | (2) | 25% | (2) | - | - | - | - | - | - | - |
| Female | (3) | 3 | 75% | 3 | - | (6) | 75% | (6) | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (3) | 2 | 50% | 2 | - | (5) | 63% | (5) | - | - | - | - | - | - | - |
| Asian | (1) | - | 0% | - | - | (1) | 13% | (1) | - | - | - | - | - | - | - |
| Black | (4) | - | 0% | - | - | (4) | 50% | (4) | - | - | - | - | - | - | - |
| Hispanic | 2 | 2 | 50% | 2 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | (1) | 2 | 50% | 2 | - | (3) | 38% | (3) | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Faculty-Instructor

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (1) | 13 | | 13 | - | (14) | | (12) | (2) | (2) | - | - | - | - | - |
| Male | (3) | 7 | 54% | 7 | - | (10) | 71% | (10) | - | - | - | - | - | - | - |
| Female | 2 | 6 | 46% | 6 | - | (4) | 29% | (2) | (2) | (2) | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (3) | 6 | 46% | 6 | - | (9) | 64% | (8) | (1) | (1) | - | - | - | - | - |
| Asian | (1) | 1 | 8% | 1 | - | (2) | 14% | (1) | (1) | (1) | - | - | - | - | - |
| Black | (3) | 3 | 23% | 3 | - | (6) | 43% | (6) | - | - | - | - | - | - | - |
| Hispanic | - | 1 | 8% | 1 | - | (1) | 7% | (1) | - | - | - | - | - | - | - |
| Other Minority | 1 | 1 | 8% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | 2 | 7 | 54% | 7 | - | (5) | 36% | (4) | (1) | (1) | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Faculty-Lecturer

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (2) | 2 | | 2 | - | (4) | | (4) | - | - | - | - | - | - | - |
| Male | - | 2 | 100% | 2 | - | (2) | 50% | (2) | - | - | - | - | - | - | - |
| Female | (2) | - | 0% | - | - | (2) | 50% | (2) | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (1) | 1 | 50% | 1 | - | (2) | 50% | (2) | - | - | - | - | - | - | - |
| Asian | (1) | - | 0% | - | - | (1) | 25% | (1) | - | - | - | - | - | - | - |
| Black | (1) | - | 0% | - | - | (1) | 25% | (1) | - | - | - | - | - | - | - |
| Hispanic | 1 | 1 | 50% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | (1) | 1 | 50% | 1 | - | (2) | 50% | (2) | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Faculty-Professorial

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (7) | 23 | | 21 | 2 | (30) | | (30) | - | - | - | - | - | 24 | 1 |
| Male | (2) | 10 | 43% | 10 | - | (12) | 40% | (12) | - | - | - | - | - | 8 | 1 |
| Female | (5) | 13 | 57% | 11 | 2 | (18) | 60% | (18) | - | - | - | - | - | 16 | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (1) | 13 | 57% | 12 | 1 | (14) | 47% | (14) | - | - | - | - | - | 9 | - |
| Asian | 3 | 5 | 22% | 4 | 1 | (2) | 7% | (2) | - | - | - | - | - | 1 | - |
| Black | (7) | 3 | 13% | 3 | - | (10) | 33% | (10) | - | - | - | - | - | 3 | - |
| Hispanic | 2 | 4 | 17% | 4 | - | (2) | 7% | (2) | - | - | - | - | - | 4 | - |
| Other Minority | 1 | 1 | 4% | 1 | - | - | 0% | - | - | - | - | - | - | 1 | - |
| All White | (6) | 10 | 43% | 9 | 1 | (16) | 53% | (16) | - | - | - | - | - | 15 | 1 |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | (1) | - | 0% | - | - | (1) | 3% | (1) | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
IT Computer Professional

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 4 | 5 | | 5 | - | (1) | | (1) | - | - | - | - | - | - | - |
| Male | 4 | 5 | 100% | 5 | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 3 | 4 | 80% | 4 | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Asian | 1 | 1 | 20% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 1 | 1 | 20% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | 1 | 2 | 40% | 2 | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | 1 | 1 | 20% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | 1 | 1 | 20% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Laborers and Helpers

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | - | 1 | | - | 1 | (1) | | (1) | - | - | - | - | - | - | - |
| Male | - | 1 | 100% | - | 1 | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | - | 1 | 100% | - | 1 | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 1 | 1 | 100% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | (1) | - | 0% | - | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Mail Services Worker

| | | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-----|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| Net Group Changes | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (1) | - | - | - | - | (1) | - | (1) | - | - | - | - | - | - | - |
| Male | (1) | - | 0% | - | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (1) | - | 0% | - | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | (1) | - | 0% | - | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Print Shop

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | (1) | 1 | | 1 | - | (2) | | (2) | - | - | - | - | - | - | - |
| Male | - | | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Female | (1) | 1 | 100% | 1 | - | (2) | 100% | (2) | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | (1) | 1 | 100% | 1 | - | (2) | 100% | (2) | - | - | - | - | - | - | - |
| Asian | (1) | - | 0% | - | - | (1) | 50% | (1) | - | - | - | - | - | - | - |
| Black | - | 1 | 100% | 1 | - | (1) | 50% | (1) | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Security Manager

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 1 | 2 | | 1 | 1 | (1) | | (1) | - | - | - | - | - | - | - |
| Male | 1 | 2 | 100% | 1 | 1 | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 1 | 1 | 50% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | 1 | 1 | 50% | - | 1 | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | 1 | 50% | 1 | - | (1) | 100% | (1) | - | - | - | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

Job Group Summary
Skilled Trades

| | Net Group Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | Detail of Transfers or Promotions out of Job Group | | | | OTHER CHANGES WITHIN JOB GROUP (not counted in totals) | |
|-----------------------------------|-------------------|---------------|-------------|--|-------------------------------------|------------------|-------|--|----------------------------|--|----------------------------|--------------|---------------------|--|---------------|
| | | Addition # | Additions % | Hire (Outside CUNY and Other CUNY College) | Joined Group from another Job Group | Sub. # | Sub % | Separation (Left College or Left CUNY) | Left for another Job Group | Left for a Higher Job Group | Left for a Lower Job Group | Other Change | Returned to Faculty | Advance-ments | Other Changes |
| Total | 2 | 4 | | 4 | - | (2) | | (2) | - | - | - | - | - | - | 1 |
| Male | 2 | 4 | 100% | 4 | - | (2) | 100% | (2) | - | - | - | - | - | - | 1 |
| Female | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Total Min | 2 | 2 | 50% | 2 | - | - | 0% | - | - | - | - | - | - | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Black | 1 | 1 | 25% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| Hispanic | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Other Minority | 1 | 1 | 25% | 1 | - | - | 0% | - | - | - | - | - | - | - | - |
| All White | - | 2 | 50% | 2 | - | (2) | 100% | (2) | - | - | - | - | - | - | 1 |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - | - | - | - | - |

This chart summarizes moves of employees into and out of a single job group. Therefore, additions do not necessarily equal subtractions.

APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (FACULTY / CLT)

Borough of Manhattan CC

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

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

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2018 (during this past plan year).

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

APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (FACULTY / CLT)

Academic Literacy & Linguistic

| | | | | |
|----------------|---------------|--------------------------------|--------|-------|
| Assc Professor | Gained Tenure | Tenured | Female | White |
| Lecturer | Gained Tenure | CCE Certificate Continuous Emp | Male | White |

Edu. Opportunity & Diversity P

| | | | | |
|----------------------|---------------|--------------------------------|------|-------------------|
| EOC College Lab Tech | Gained Tenure | Tenured | Male | Black/African Am. |
| EOC Lecturer | Gained Tenure | CCE Certificate Continuous Emp | Male | Hispanic/Latino |

Health Education

| | | | | |
|----------------|---------------|---------|--------|-------|
| Assc Professor | Gained Tenure | Tenured | Female | White |
|----------------|---------------|---------|--------|-------|

Mathematics

| | | | | |
|----------------|---------------|---------|------|-------------------|
| Asst Professor | Gained Tenure | Tenured | Male | Black/African Am. |
|----------------|---------------|---------|------|-------------------|

Social Science

| | | | | |
|----------------|---------------|---------|--------|-------------------|
| Assc Professor | Gained Tenure | Tenured | Female | Black/African Am. |
|----------------|---------------|---------|--------|-------------------|

Speech/Communication/Theatre A

| | | | | |
|----------------|---------------|---------|------|--------------------------------|
| Assc Professor | Gained Tenure | Tenured | Male | White |
| Assc Professor | Gained Tenure | Tenured | Male | Asian/Nat.Haw./Other Pac. Isl. |

Teacher Education

| | | | | |
|----------------|---------------|---------|--------|-------|
| Assc Professor | Gained Tenure | Tenured | Female | White |
| Asst Professor | Gained Tenure | Tenured | Female | White |

Summary for the College

| Total Staff: | Ttl Minority | Asian | Black/AfAm | Hispanic/Latino | White | Oth/Unk |
|-----------------|--------------|----------|------------|-----------------|----------|----------|
| 5 Female | 1 | 0 | 1 | 0 | 4 | 0 |
| 6 Male | 4 | 1 | 2 | 1 | 2 | 0 |
| 0 Oth/Unk | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 Total | 5 | 1 | 3 | 1 | 6 | 0 |

APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

Borough of Manhattan CC

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

Job Group Summary

Accountant

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 142 | 142 | | 12 | | 2 | | 2 | |
| Male | 63 | 63 | 44% | 4 | 33% | - | 0% | - | 0% |
| Female | 62 | 62 | 44% | 7 | 58% | 2 | 100% | 2 | 100% |
| Other | 16 | 16 | 11% | 1 | 8% | - | 0% | - | 0% |
| Total Min | 114 | 114 | 80% | 9 | 75% | 2 | 100% | 2 | 100% |
| Asian | 34 | 34 | 24% | - | 0% | - | 0% | - | 0% |
| Black | 52 | 52 | 37% | 6 | 50% | 2 | 100% | 2 | 100% |
| Hispanic/Latino | 26 | 26 | 18% | 3 | 25% | - | 0% | - | 0% |
| Two or More | 1 | 1 | 1% | - | 0% | - | 0% | - | 0% |
| All White | 25 | 25 | 18% | 3 | 25% | - | 0% | - | 0% |
| Unknown | 3 | 3 | 2% | - | 0% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|---|---|----|---|----|---|----|---|----|
| Veterans | 1 | 1 | 1% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 3 | 3 | 2% | - | 0% | - | 0% | - | 0% |

Job Group Summary

Administration 1 (Executive)

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 98 | 98 | | 11 | | 1 | | 1 | |
| Male | 56 | 56 | 57% | 8 | 73% | 1 | 100% | 1 | 100% |
| Female | 18 | 18 | 18% | 2 | 18% | - | 0% | - | 0% |
| Other | 23 | 23 | 23% | 1 | 9% | - | 0% | - | 0% |
| Total Min | 49 | 49 | 50% | 7 | 64% | 1 | 100% | 1 | 100% |
| Asian | 6 | 6 | 6% | 1 | 9% | - | 0% | - | 0% |
| Black | 22 | 22 | 22% | 1 | 9% | - | 0% | - | 0% |
| Hispanic/Latino | 20 | 20 | 20% | 5 | 45% | 1 | 100% | 1 | 100% |
| Two or More | 1 | 1 | 1% | - | 0% | - | 0% | - | 0% |
| All White | 41 | 41 | 42% | 4 | 36% | - | 0% | - | 0% |
| Unknown | 8 | 8 | 8% | - | 0% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|---|---|----|---|----|---|----|---|----|
| Veterans | 5 | 5 | 5% | 1 | 9% | - | 0% | - | 0% |
| Indiv. w Disabilities | 3 | 3 | 3% | 1 | 9% | - | 0% | - | 0% |

Job Group Summary

Administration 2 (Managers)

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 2,409 | 2,409 | | 164 | | 15 | | 14 | |
| Male | 680 | 680 | 28% | 55 | 34% | 7 | 47% | 7 | 50% |
| Female | 1,466 | 1,466 | 61% | 93 | 57% | 6 | 40% | 5 | 36% |
| Other | 259 | 259 | 11% | 15 | 9% | 2 | 13% | 2 | 14% |
| | | | | | | | | | |
| Total Min | 1,470 | 1,470 | 61% | 86 | 52% | 4 | 27% | 4 | 29% |
| | | | | | | | | | |
| Asian | 217 | 217 | 9% | 16 | 10% | - | 0% | - | 0% |
| Black | 716 | 716 | 30% | 40 | 24% | 1 | 7% | 1 | 7% |
| Hispanic/Latino | 469 | 469 | 19% | 27 | 16% | 3 | 20% | 3 | 21% |
| Two or More | 60 | 60 | 2% | 3 | 2% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 810 | 810 | 34% | 64 | 39% | 10 | 67% | 9 | 64% |
| | | | | | | | | - | |
| Unknown | 129 | 129 | 5% | 14 | 9% | 1 | 7% | 1 | 7% |

| | | | | | | | | | |
|------------------------------|----|----|----|---|----|---|----|---|----|
| Veterans | 23 | 23 | 1% | 4 | 2% | - | 0% | - | 0% |
| Indiv. w Disabilities | 86 | 86 | 4% | 6 | 4% | - | 0% | - | 0% |

Job Group Summary

Administration 3 (Professional)

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 4,177 | 4,177 | | 274 | | 33 | | 33 | |
| Male | 1,197 | 1,197 | 29% | 82 | 30% | 10 | 30% | 10 | 30% |
| Female | 2,606 | 2,606 | 62% | 178 | 65% | 22 | 67% | 22 | 67% |
| Other | 365 | 365 | 9% | 14 | 5% | 1 | 3% | 1 | 3% |
| Total Min | 2,987 | 2,987 | 72% | 191 | 70% | 21 | 64% | 21 | 64% |
| Asian | 501 | 501 | 12% | 29 | 11% | 4 | 12% | 4 | 12% |
| Black | 1,397 | 1,397 | 33% | 88 | 32% | 11 | 33% | 11 | 33% |
| Hispanic/Latino | 949 | 949 | 23% | 67 | 24% | 5 | 15% | 5 | 15% |
| Two or More | 126 | 126 | 3% | 6 | 2% | 1 | 3% | 1 | 3% |
| All White | 946 | 946 | 23% | 61 | 22% | 7 | 21% | 7 | 21% |
| Unknown | 244 | 244 | 6% | 22 | 8% | 5 | 15% | 5 | 15% |

| | | | | | | | | | |
|------------------------------|-----|-----|----|---|----|---|----|---|----|
| Veterans | 23 | 23 | 1% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 130 | 130 | 3% | 3 | 1% | - | 0% | - | 0% |

Job Group Summary
Broadcast/Media

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 55 | 55 | | 9 | | 2 | | 2 | |
| Male | 37 | 37 | 67% | 5 | 56% | 1 | 50% | 1 | 50% |
| Female | 7 | 7 | 13% | 2 | 22% | 1 | 50% | 1 | 50% |
| Other | 11 | 11 | 20% | 2 | 22% | - | 0% | - | 0% |
| Total Min | 41 | 41 | 75% | 5 | 56% | 1 | 50% | 1 | 50% |
| Asian | 15 | 15 | 27% | 3 | 33% | 1 | 50% | 1 | 50% |
| Black | 13 | 13 | 24% | 1 | 11% | - | 0% | - | 0% |
| Hispanic/Latino | 12 | 12 | 22% | 1 | 11% | - | 0% | - | 0% |
| Two or More | 1 | 1 | 2% | - | 0% | - | 0% | - | 0% |
| All White | 10 | 10 | 18% | 2 | 22% | - | 0% | - | 0% |
| Unknown | 4 | 4 | 7% | 2 | 22% | 1 | 50% | 1 | 50% |
| Veterans | 1 | 1 | 2% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 1 | 1 | 2% | 1 | 11% | - | 0% | - | 0% |

Job Group Summary

Custodial

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 304 | 304 | | 14 | | 11 | | 11 | |
| Male | 195 | 195 | 64% | 6 | 43% | 5 | 45% | 5 | 45% |
| Female | 46 | 46 | 15% | 3 | 21% | 1 | 9% | 1 | 9% |
| Other | 63 | 63 | 21% | 5 | 36% | 5 | 45% | 5 | 45% |
| | | | | | | | | | |
| Total Min | 269 | 269 | 88% | 13 | 93% | 10 | 91% | 10 | 91% |
| | | | | | | | | | |
| Asian | 9 | 9 | 3% | - | 0% | - | 0% | - | 0% |
| Black | 164 | 164 | 54% | 9 | 64% | 8 | 73% | 8 | 73% |
| Hispanic/Latino | 87 | 87 | 29% | 4 | 29% | 2 | 18% | 2 | 18% |
| Two or More | 7 | 7 | 2% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 18 | 18 | 6% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| Unknown | 17 | 17 | 6% | 1 | 7% | 1 | 9% | 1 | 9% |

| | | | | | | | | | |
|------------------------------|----|----|----|---|----|---|----|---|----|
| Veterans | 5 | 5 | 2% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 16 | 16 | 5% | 1 | 7% | 1 | 9% | 1 | 9% |

Job Group Summary
Custodial Supervisor

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 74 | 74 | | 11 | | 3 | | 3 | |
| Male | 52 | 52 | 70% | 9 | 82% | 2 | 67% | 2 | 67% |
| Female | 9 | 9 | 12% | 1 | 9% | - | 0% | - | 0% |
| Other | 13 | 13 | 18% | 1 | 9% | 1 | 33% | 1 | 33% |
| | | | | | | | | | |
| Total Min | 65 | 65 | 88% | 11 | 100% | 3 | 100% | 3 | 100% |
| | | | | | | | | | |
| Asian | 2 | 2 | 3% | - | 0% | - | 0% | - | 0% |
| Black | 36 | 36 | 49% | 6 | 55% | 3 | 100% | 3 | 100% |
| Hispanic/Latino | 25 | 25 | 34% | 4 | 36% | - | 0% | - | 0% |
| Two or More | 1 | 1 | 1% | 1 | 9% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 5 | 5 | 7% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| Unknown | 4 | 4 | 5% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| Veterans | 3 | 3 | 4% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | - | - | 0% | - | 0% | - | 0% | - | 0% |

Job Group Summary
Facility Manager

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 97 | 97 | | 16 | | 3 | | 3 | |
| Male | 62 | 62 | 64% | 9 | 56% | 1 | 33% | 1 | 33% |
| Female | 19 | 19 | 20% | 5 | 31% | 1 | 33% | 1 | 33% |
| Other | 16 | 16 | 16% | 2 | 13% | 1 | 33% | 1 | 33% |
| | | | | | | | | | |
| Total Min | 52 | 52 | 54% | 8 | 50% | 2 | 67% | 2 | 67% |
| | | | | | | | | | |
| Asian | 7 | 7 | 7% | 2 | 13% | - | 0% | - | 0% |
| Black | 14 | 14 | 14% | 1 | 6% | 1 | 33% | 1 | 33% |
| Hispanic/Latino | 25 | 25 | 26% | 4 | 25% | 1 | 33% | 1 | 33% |
| Two or More | 5 | 5 | 5% | 1 | 6% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 39 | 39 | 40% | 7 | 44% | 1 | 33% | 1 | 33% |
| | | | | | | | | - | |
| Unknown | 6 | 6 | 6% | 1 | 6% | - | 0% | - | 0% |
| | | | | | | | | | |
| Veterans | 5 | 5 | 5% | - | 0% | - | 0% | - | 0% |
| Indiv. w | | | | | | | | | |
| Disabilities | 7 | 7 | 7% | 1 | 6% | - | 0% | - | 0% |

Job Group Summary
Faculty-Instructor

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 251 | 251 | | 37 | | 3 | | 3 | |
| Male | 130 | 130 | 52% | 24 | 65% | 2 | 67% | 2 | 67% |
| Female | 96 | 96 | 38% | 11 | 30% | 1 | 33% | 1 | 33% |
| Other | 25 | 25 | 10% | 2 | 5% | - | 0% | - | 0% |
| | | | | | | | | | |
| Total Min | 130 | 130 | 52% | 23 | 62% | 1 | 33% | 1 | 33% |
| | | | | | | | | | |
| Asian | 46 | 46 | 18% | 11 | 30% | - | 0% | - | 0% |
| Black | 45 | 45 | 18% | 7 | 19% | 1 | 33% | 1 | 33% |
| Hispanic/Latino | 35 | 35 | 14% | 4 | 11% | - | 0% | - | 0% |
| Two or More | 4 | 4 | 2% | 1 | 3% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 107 | 107 | 43% | 14 | 38% | 2 | 67% | 2 | 67% |
| | | | | | | | | - | |
| Unknown | 14 | 14 | 6% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| Veterans | 1 | 1 | 0% | - | 0% | - | 0% | - | 0% |
| Indiv. w | | | | | | | | | |
| Disabilities | 7 | 7 | 3% | - | 0% | - | 0% | - | 0% |

Job Group Summary
Faculty-Lecturer

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 119 | 119 | | 11 | | 1 | | 1 | |
| Male | 75 | 75 | 63% | 6 | 55% | 1 | 100% | 1 | 100% |
| Female | 33 | 33 | 28% | 4 | 36% | - | 0% | - | 0% |
| Other | 11 | 11 | 9% | 1 | 9% | - | 0% | - | 0% |
| | | | | | | | | | |
| Total Min | 67 | 67 | 56% | 5 | 45% | - | 0% | - | 0% |
| | | | | | | | | | |
| Asian | 24 | 24 | 20% | 3 | 27% | - | 0% | - | 0% |
| Black | 29 | 29 | 24% | 1 | 9% | - | 0% | - | 0% |
| Hispanic/Latino | 9 | 9 | 8% | - | 0% | - | 0% | - | 0% |
| Two or More | 5 | 5 | 4% | 1 | 9% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 48 | 48 | 40% | 4 | 36% | 1 | 100% | 1 | 100% |
| | | | | | | | | - | |
| Unknown | 4 | 4 | 3% | 2 | 18% | - | 0% | - | 0% |
| | | | | | | | | | |
| Veterans | 3 | 3 | 3% | - | 0% | - | 0% | - | 0% |
| Indiv. w | | | | | | | | | |
| Disabilities | 8 | 8 | 7% | 1 | 9% | - | 0% | - | 0% |

Job Group Summary
Faculty-Professorial

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 1,358 | 1,358 | | 162 | | 23 | | 22 | |
| Male | 576 | 576 | 42% | 63 | 39% | 9 | 39% | 9 | 41% |
| Female | 567 | 567 | 42% | 73 | 45% | 14 | 61% | 13 | 59% |
| Other | 209 | 209 | 15% | 26 | 16% | - | 0% | - | 0% |
| | | | | | | | | | |
| Total Min | 647 | 647 | 48% | 84 | 52% | 12 | 52% | 11 | 50% |
| | | | | | | | | | |
| Asian | 185 | 185 | 14% | 22 | 14% | 2 | 9% | 1 | 5% |
| Black | 240 | 240 | 18% | 31 | 19% | 5 | 22% | 5 | 23% |
| Hispanic/Latino | 183 | 183 | 13% | 27 | 17% | 4 | 17% | 4 | 18% |
| Two or More | 38 | 38 | 3% | 4 | 2% | 1 | 4% | 1 | 5% |
| | | | | | | | | | |
| All White | 621 | 621 | 46% | 67 | 41% | 9 | 39% | 9 | 41% |
| | | | | | | | | - | |
| Unknown | 90 | 90 | 7% | 11 | 7% | 2 | 9% | 2 | 9% |
| | | | | | | | | | |
| Veterans | 20 | 20 | 1% | 3 | 2% | 1 | 4% | 1 | 5% |
| Indiv. w | | | | | | | | | |
| Disabilities | 58 | 58 | 4% | 4 | 2% | - | 0% | - | 0% |

Job Group Summary

IT Computer Professional

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 1,065 | 1,065 | | 63 | | 11 | | 11 | |
| Male | 718 | 718 | 67% | 37 | 59% | 6 | 55% | 6 | 55% |
| Female | 163 | 163 | 15% | 16 | 25% | 1 | 9% | 1 | 9% |
| Other | 182 | 182 | 17% | 10 | 16% | 4 | 36% | 4 | 36% |
| | | | | | | | | | |
| Total Min | 862 | 862 | 81% | 46 | 73% | 10 | 91% | 10 | 91% |
| | | | | | | | | | |
| Asian | 361 | 361 | 34% | 24 | 38% | 3 | 27% | 3 | 27% |
| Black | 246 | 246 | 23% | 9 | 14% | 2 | 18% | 2 | 18% |
| Hispanic/Latino | 226 | 226 | 21% | 12 | 19% | 5 | 45% | 5 | 45% |
| Two or More | 27 | 27 | 3% | 1 | 2% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 160 | 160 | 15% | 12 | 19% | 1 | 9% | 1 | 9% |
| | | | | | | | | - | |
| Unknown | 43 | 43 | 4% | 5 | 8% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|----|----|----|---|----|---|----|---|----|
| Veterans | 24 | 24 | 2% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 37 | 37 | 3% | 1 | 2% | 1 | 9% | 1 | 9% |

Job Group Summary
Laborers and Helpers

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 392 | 392 | | 8 | | 1 | | 1 | |
| Male | 313 | 313 | 80% | 7 | 88% | 1 | 100% | 1 | 100% |
| Female | 18 | 18 | 5% | - | 0% | - | 0% | - | 0% |
| Other | 61 | 61 | 16% | 1 | 13% | - | 0% | - | 0% |
| | | | | | | | | | |
| Total Min | 293 | 293 | 75% | 5 | 63% | 1 | 100% | 1 | 100% |
| | | | | | | | | | |
| Asian | 13 | 13 | 3% | - | 0% | - | 0% | - | 0% |
| Black | 143 | 143 | 36% | 4 | 50% | 1 | 100% | 1 | 100% |
| Hispanic/Latino | 121 | 121 | 31% | 1 | 13% | - | 0% | - | 0% |
| Two or More | 13 | 13 | 3% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 78 | 78 | 20% | 3 | 38% | - | 0% | - | 0% |
| | | | | | | | | | |
| Unknown | 21 | 21 | 5% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| Veterans | 11 | 11 | 3% | - | 0% | - | 0% | - | 0% |
| Indiv. w | | | | | | | | | |
| Disabilities | 10 | 10 | 3% | 1 | 13% | - | 0% | - | 0% |

Job Group Summary

Print Shop

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 185 | 185 | | 22 | | 2 | | 2 | |
| Male | 86 | 86 | 46% | 10 | 45% | 1 | 50% | 1 | 50% |
| Female | 60 | 60 | 32% | 7 | 32% | - | 0% | - | 0% |
| Other | 39 | 39 | 21% | 5 | 23% | 1 | 50% | 1 | 50% |
| | | | | | | | | | |
| Total Min | 149 | 149 | 81% | 19 | 86% | 2 | 100% | 2 | 100% |
| | | | | | | | | | |
| Asian | 32 | 32 | 17% | 6 | 27% | - | 0% | - | 0% |
| Black | 60 | 60 | 32% | 9 | 41% | 2 | 100% | 2 | 100% |
| Hispanic/Latino | 55 | 55 | 30% | 4 | 18% | - | 0% | - | 0% |
| Two or More | 2 | 2 | 1% | - | 0% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 26 | 26 | 14% | 1 | 5% | - | 0% | - | 0% |
| | | | | | | | | | |
| Unknown | 10 | 10 | 5% | 2 | 9% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|----|----|----|---|-----|---|----|---|----|
| Veterans | 3 | 3 | 2% | 1 | 5% | - | 0% | - | 0% |
| Indiv. w Disabilities | 13 | 13 | 7% | 4 | 18% | - | 0% | - | 0% |

Job Group Summary
Security Manager

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 137 | 137 | | 18 | | 2 | | 2 | |
| Male | 100 | 100 | 73% | 14 | 78% | 2 | 100% | 2 | 100% |
| Female | 11 | 11 | 8% | 2 | 11% | - | 0% | - | 0% |
| Other | 25 | 25 | 18% | 1 | 6% | - | 0% | - | 0% |
| | | | | | | | | | |
| Total Min | 88 | 88 | 64% | 9 | 50% | 1 | 50% | 1 | 50% |
| | | | | | | | | | |
| Asian | 3 | 3 | 2% | - | 0% | - | 0% | - | 0% |
| Black | 46 | 46 | 34% | 4 | 22% | - | 0% | - | 0% |
| Hispanic/Latino | 36 | 36 | 26% | 3 | 17% | 1 | 50% | 1 | 50% |
| Two or More | 3 | 3 | 2% | 2 | 11% | - | 0% | - | 0% |
| | | | | | | | | | |
| All White | 43 | 43 | 31% | 9 | 50% | 1 | 50% | 1 | 50% |
| | | | | | | | | - | |
| Unknown | 6 | 6 | 4% | - | 0% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|----|----|-----|---|-----|---|----|---|----|
| Veterans | 14 | 14 | 10% | 3 | 17% | - | 0% | - | 0% |
| Indiv. w Disabilities | 4 | 4 | 3% | 1 | 6% | - | 0% | - | 0% |

Job Group Summary

Skilled Trades

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 246 | 246 | | 11 | | 4 | | 4 | |
| Male | 192 | 192 | 78% | 8 | 73% | 4 | 100% | 4 | 100% |
| Female | 5 | 5 | 2% | 3 | 27% | - | 0% | - | 0% |
| Other | 49 | 49 | 20% | - | 0% | - | 0% | - | 0% |
| Total Min | 129 | 129 | 52% | 7 | 64% | 3 | 75% | 3 | 75% |
| Asian | 14 | 14 | 6% | - | 0% | - | 0% | - | 0% |
| Black | 48 | 48 | 20% | 2 | 18% | 1 | 25% | 1 | 25% |
| Hispanic/Latino | 62 | 62 | 25% | 4 | 36% | 2 | 50% | 2 | 50% |
| Two or More | 3 | 3 | 1% | - | 0% | - | 0% | - | 0% |
| All White | 98 | 98 | 40% | 4 | 36% | 1 | 25% | 1 | 25% |
| Unknown | 19 | 19 | 8% | - | 0% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|---|---|----|---|----|---|----|---|----|
| Veterans | 7 | 7 | 3% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 2 | 2 | 1% | - | 0% | - | 0% | - | 0% |

Job Group Summary

Campus Peace Officer-Sergeant

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 53 | 53 | | 8 | | 1 | | 1 | |
| Male | 30 | 30 | 57% | 6 | 75% | - | 0% | - | 0% |
| Female | 10 | 10 | 19% | 1 | 13% | 1 | 100% | 1 | 100% |
| Other | 13 | 13 | 25% | 1 | 13% | - | 0% | - | 0% |
| Total Min | 42 | 42 | 79% | 8 | 100% | 1 | 100% | 1 | 100% |
| Asian | 7 | 7 | 13% | 2 | 25% | - | 0% | - | 0% |
| Black | 15 | 15 | 28% | 3 | 38% | 1 | 100% | 1 | 100% |
| Hispanic/Latino | 15 | 15 | 28% | 2 | 25% | - | 0% | - | 0% |
| Two or More | 5 | 5 | 9% | 1 | 13% | - | 0% | - | 0% |
| All White | 8 | 8 | 15% | - | 0% | - | 0% | - | 0% |
| Unknown | 3 | 3 | 6% | - | 0% | - | 0% | - | 0% |

| | | | | | | | | | |
|------------------------------|---|---|-----|---|-----|---|----|---|----|
| Veterans | 6 | 6 | 11% | 1 | 13% | - | 0% | - | 0% |
| Indiv. w Disabilities | 1 | 1 | 2% | - | 0% | - | 0% | - | 0% |

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Borough of Manhattan CC

Appendix H presents utilization of Individuals with Disabilities ("IWD") by job group. It presents total staff in the job group, number of Individuals with Disabilities, and percentage of Individuals with Disabilities in the job group.

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

Total Individual(s) with Disabilities: 17 Percent of total reported employees: 1.2%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Category: Executive/Administrative/Managerial

| Job Group | Staff | Indiv. with Disabilities | Rate |
|------------------------------|-------|--------------------------|------|
| Administration 1 (Executive) | 20 | 0 | 0.0% |
| Administration 2 (Manager) | 114 | 1 | 0.9% |
| Facility Manager | 4 | 0 | 0.0% |
| IT Computer Manager | 1 | 0 | 0.0% |
| Security Manager | 6 | 0 | 0.0% |

Category: Professional Faculty

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-----------------------|-------|--------------------------|------|
| Faculty-Professorial | 454 | 9 | 2.0% |
| Faculty Librarians | 14 | 1 | 7.1% |
| Faculty-Instructor | 24 | 0 | 0.0% |
| Faculty-Lecturer | 74 | 0 | 0.0% |
| Faculty-Developmental | 35 | 0 | 0.0% |

Category: Professional Non-Faculty

| Job Group | Staff | Indiv. with Disabilities | Rate |
|---------------------------------|-------|--------------------------|------|
| Accountant | 5 | 0 | 0.0% |
| Administration 3 (Professional) | 241 | 3 | 1.2% |
| Disability Accomm. Spec | 1 | 0 | 0.0% |
| IT Computer Professional | 32 | 1 | 3.1% |
| Nurse | 1 | 0 | 0.0% |

Category: Administrative Support Workers

| Job Group | Staff | Indiv. with Disabilities | Rate |
|--------------------------|-------|--------------------------|------|
| Accountant Assistant | 15 | 0 | 0.0% |
| Administrative Assistant | 11 | 0 | 0.0% |
| Office Assistant | 92 | 2 | 2.2% |
| Mail Services Worker | 5 | 0 | 0.0% |

Category: Craft Workers

| Job Group | Staff | Indiv. with Disabilities | Rate |
|------------------------------------|-------|--------------------------|------|
| Basic Crafts-Buildings and Grounds | 4 | 0 | 0.0% |
| Laborers and Helpers | 10 | 0 | 0.0% |
| Skilled Trades-Supervisor | 2 | 0 | 0.0% |
| Skilled Trades | 49 | 0 | 0.0% |

Category: Technicians

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-------------------------------------|-------|--------------------------|------|
| Administration 4 (College Lab Tech) | 37 | 0 | 0.0% |
| Broadcast/Media | 3 | 0 | 0.0% |
| Engineering Technician | 1 | 0 | 0.0% |
| IT Support Technician | 4 | 0 | 0.0% |
| Print Shop | 9 | 0 | 0.0% |

Category: Service Workers and Others

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-------------------------------|-------|--------------------------|------|
| Campus Public Safety Sergeant | 10 | 0 | 0.0% |
| Campus Peace Officer | 29 | 0 | 0.0% |
| Campus Security Assistant | 37 | 0 | 0.0% |
| Custodial Supervisor | 14 | 0 | 0.0% |

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Category: Service Workers and Others

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-----------|-------|--------------------------|------|
| Custodial | 61 | 0 | 0.0% |