

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

Affirmative Action Plans covering Italian Americans

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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, 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 Craigo, 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 (IA)

Borough of Manhattan CC

Total Employees: 1,419

Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 1 (Executive)	20	8	40.0%	11	55.0%	2	10.0%
Administration 2 (Manager)	114	71	62.3%	68	59.6%	6	5.3%
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 %	Italian Am. #	Italian Am. %
Faculty-Professorial	454	248	54.6%	203	44.7%	20	4.4%
Faculty Librarians	14	11	78.6%	5	35.7%	2	14.3%
Faculty-Instructor	24	9	37.5%	10	41.7%	1	4.2%
Faculty-Lecturer	74	37	50.0%	39	52.7%	3	4.1%
Faculty-Developmental	35	22	62.9%	18	51.4%		

Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant	5	4	80.0%	5	100.0%		
Administration 3 (Professional)	241	164	68.0%	186	77.2%	6	2.5%
Disability Accom. 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 %	Italian Am. #	Italian Am. %
Accountant Assistant	15	13	86.7%	13	86.7%		
Administrative Assistant	11	11	100.0%	10	90.9%	1	9.1%
Office Assistant	92	80	87.0%	83	90.2%	3	3.3%
Mail Services Worker	5			5	100.0%		

Craft Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Basic Crafts-Buildings and Grounds	4			1	25.0%	1	25.0%
Laborers and Helpers	10			10	100.0%		
Skilled Trades-Supervisor	2						
Skilled Trades	49			18	36.7%	2	4.1%

Technicians

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 4 (College Lab Tech)	37	13	35.1%	28	75.7%	1	2.7%
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 %	Italian Am. #	Italian Am. %
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%	1	1.6%

Workforce Summary

Labor Market Availability Calculations

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

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

Internal Labor Market

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

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

External Labor Market

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

Internal/External Weighting

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

Geography

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

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

- The New York/New Jersey Metropolitan Statistical Area (MSA) 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.

Qualifications – Collegiate Faculty - Italian American Plan

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

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

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

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

UTILIZATION ANALYSIS

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

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

Borough of Manhattan CC

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

This summary provides three measurements:

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

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

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

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

Faculty-Developmental

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018		38						4
2019		35			2			5
2019	Hypothetical using 2018 Labor Mkt	35						3

Faculty-Instructor

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018		25	7					2
2019		24	5		2			
2019	Hypothetical using 2018 Labor Mkt	24	5		1			3

Faculty-Lecturer

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018		76						5
2019		74			3			5
2019	Hypothetical using 2018 Labor Mkt	74						4

Faculty-Librarian

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2019		14					1	

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

Faculty-Librarian

	UNDERUTILIZATION						
	Total Staff	Female	Total Minority	Asian/Nathaw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
2019 Hypothetical using 2018 Labor Mkt	14					1	

Faculty-Professorial

	UNDERUTILIZATION						
	Total Staff	Female	Total Minority	Asian/Nathaw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
2018	474						
2019	454						
2019 Hypothetical using 2018 Labor Mkt	453						

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

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	Italian American
Administration 1 (Executive)								
2018		20						
2019		20						
2019	Hypothetical using 2018 Labor Mkt	20						
Administration 2 (Manager)								
2018		108						2
2019		114						5
2019	Hypothetical using 2018 Labor Mkt	114						4
Security Manager								
2018		6	2					1
2019		6	1			1		1
2019	Hypothetical using 2018 Labor Mkt	6	2			1		1

Category: Professional Non-Faculty

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Accountant								
2019		5						
2019	Hypothetical using 2018 Labor Mkt	5						

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

Category: Professional Non-Faculty

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Administration 3 (Professional)								
	2018	234						20
	2019	241						25
	2019 Hypothetical using 2018 Labor Mkt	241						22
IT Computer Professional								
	2018	28	4					3
	2019	32	11					3
	2019 Hypothetical using 2018 Labor Mkt	32	5					4

Category: Administrative Support Workers

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Accountant Assistant								
	2018	18						3
	2019	15						2
	2019 Hypothetical using 2018 Labor Mkt	15						2
Administrative Assistant								
	2018	10					1	
	2019	11					1	
	2019 Hypothetical using 2018 Labor Mkt	11					1	
Mail Services Worker								
	2018	6	2					1
	2019	5	2					1
	2019 Hypothetical using 2018 Labor Mkt	5	2					1
Office Assistant								
	2018	90						12
	2019	92						13
	2019 Hypothetical using 2018 Labor Mkt	92						12

Category: Craft Workers

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Basic Crafts-Buildings and Grounds								
	2018	5	1					

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

Category: Craft Workers

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

Category: Technicians

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

Category: Service Workers and Others

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Campus Peace Officer								
	2019	29						5
	2019 Hypothetical using 2018 Labor Mkt	29						1
Campus Peace Officer (2018-CPO Level 1)								

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

Category: Service Workers and Others

	Total Staff	UNDERUTILIZATION					
		Female	Total Minority	Asian/Nath aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
Campus Peace Officer (2018-CPO Level 1)							
2018	68					11	8
Campus Public Safety Sergeant							
2018	11			1			
2019	10						
2019 Hypothetical using 2018 Labor Mkt	10			1			
Campus Security Assistant							
2019	37					5	3
2019 Hypothetical using 2018 Labor Mkt	37					8	5
Custodial							
2018	56						4
2019	61			1			4
2019 Hypothetical using 2018 Labor Mkt	61						4
Custodial Supervisor							
2018	16	2					2
2019	14	2		1		2	1
2019 Hypothetical using 2018 Labor Mkt	14	1					2

Utilization, Underutilization, and Placement Goals

Faculty

This equal employment opportunity (EEO) category had positive progress in the Faculty-Instructor job group. Underutilization of Italian American faculty members in the Faculty-Instructor job group was eliminated. In the Faculty-Lecturer job group, underutilization of Italian American faculty members remained the same at 5. Various factors contributed to the lack of positive progress in this area. For example, during the plan year, the Business, Management, Marketing, Support Services underwent changes in faculty. Specifically, a lecturer separated employment, which created an unfilled vacancy in the department.

As in the 2017-2018 plan year, there was no underutilization of Italian American faculty members in the Faculty-Professorial job group.

Executive/Administrative/Managerial

In the Administration 1 job group, underutilization of Italian American employees remained at zero. Underutilization of Italian American employees increased in the Administration 2 job group.

Professional Non-Faculty

As in the 2017-2018 plan year, there was no underutilization of Italian American employees in the Accountant job group. Underutilization of Italian American employees increased in the Administration 3 and IT Computer Professional job groups. It should be noted that the degree of increase in underutilization 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.

Administrative Support Workers

In the Accountant Assistant job group, underutilization of Italian American employees decreased. Underutilization of Italian American employees in the Administrative Assistant job group remained at zero.

Craft Workers

In the Laborers and Helpers job group, the underutilization of Italian American employees remained the same at 1, due to the low number of hiring opportunities during the plan year.

Technicians

Underutilization of Italian American employees was eliminated in the Administration 4 (College Lab Technicians) job groups.

Service Workers and Others

As in the 2017-2018 plan year, there was no underutilization of Italian American employees in the Campus Public Safety – Sergeant job group. In the Custodial Supervisor job group, underutilization of Italian American employees decreased from 2 to 1.

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 F](#) 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

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:</p>

Program	Impact
	<p>The subcommittee 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
	Radical Reading Group: discussion of “Transgender History, second edition: The Roots of Today’s Revolution.”
BMCC Faculty Leadership Fellows Program	<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>
BMCC Teaching Academy	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

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.</p> <p>One of the goals of the program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship. 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 employers. The fair also provided</p>

Program	Impact
	<p>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, attendees participated in forums</p>

Program	Impact
	<p>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: The Impact of AI/Robotics in Workplace

Program	Impact
	<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	All College employees were provided an annual online Employee Sexual and Interpersonal Violence Prevention and Response Course (E-SPARC).

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, 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 developing new online

Program	Expected Impact
	<p>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 for New Faculty</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 faculty members. At the training,</p>

Program	Expected Impact
	<p>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.

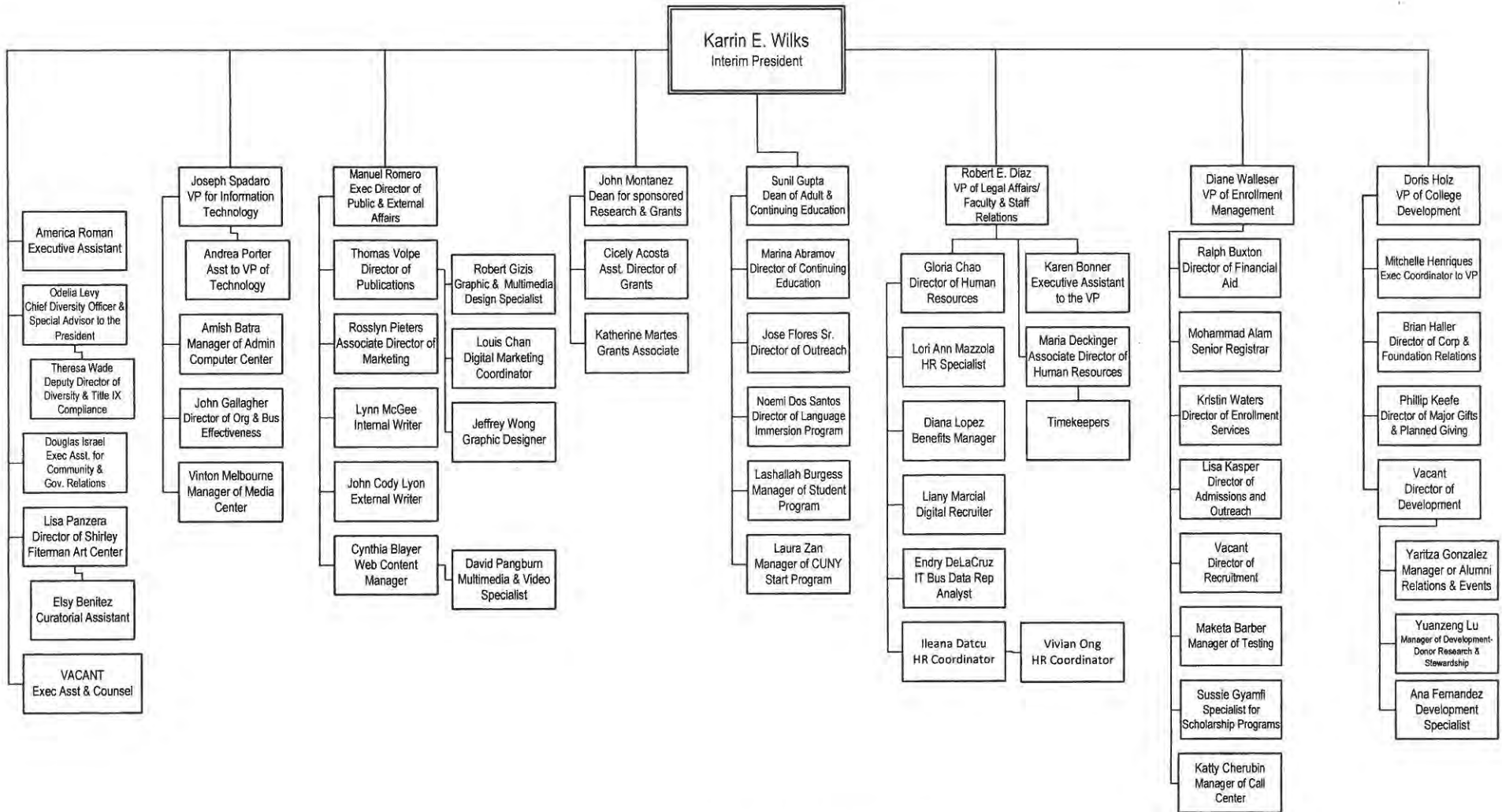
APPENDICES

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

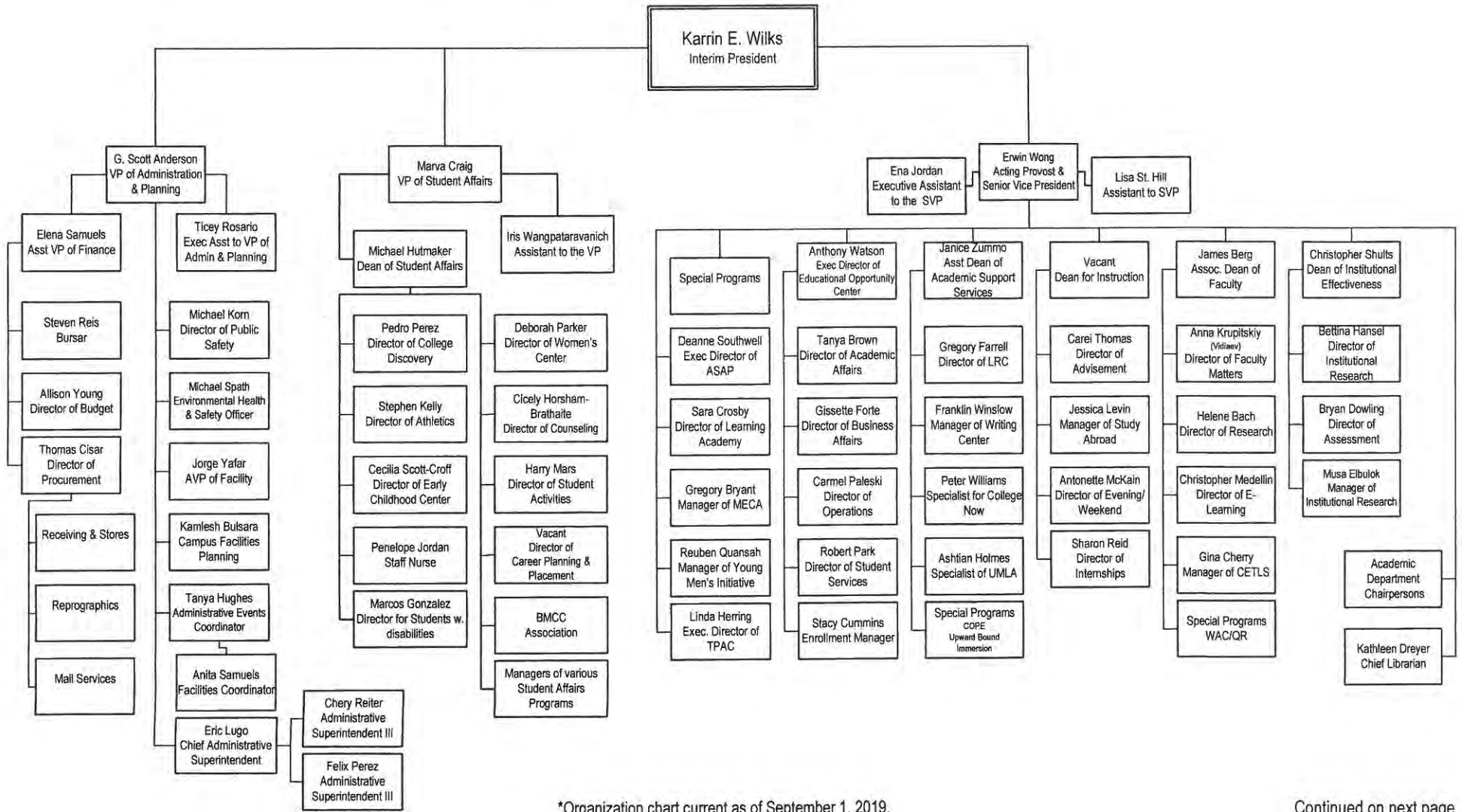
APPENDIX A - ORGANIZATION CHART

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 (ITALIAN AMERICAN PLAN)

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: 1,419

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

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

Category: Executive/Administrative/Managerial

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

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

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

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

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

Category: Executive/Administrative/Managerial

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

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

Title(s)	Employee(s)
Campus Security Asst Dir	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)
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 0.00% NA

Title(s)	Employee(s)
CLIP Instructor	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.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce with Master's Degree in occupation Postsecondary Teachers (2200)
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Instructor	24

Category: Professional Faculty

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.
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce with Bachelor's Degree or Master's Degree.
2-Internal (all groups)	0.00%	NA

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

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.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce with Master's Degree in the occupation Librarian (2430).
2-Internal (all groups)	0.00%	NA

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

Category: Professional Faculty

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.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce, with Doctoral Degree, in the occupation 2200 (Post-Secondary Teachers)

2-Internal (all groups) 100.00% NA

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

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

Category: Professional Non-Faculty

Disability Accommod. 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.
1-Ext Italian-Amer.		As no unit has a minimum of five employees, availability is not calculated.
2-Internal (all groups)	0.00%	NA

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

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

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

Category: Professional Non-Faculty

Nurse

Employee Count: 1

Nurses

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

Labor Market Availability Factors

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

Title(s)	Employee(s)
Nurse	1

Category: Administrative Support Workers

Accountant Assistant

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

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

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

Category: Administrative Support Workers

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).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in occupation 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 0.00% NA

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

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

2-Internal (all groups) 0.00% NA

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

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

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

Category: Technicians

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

Title(s)	Employee(s)
Facilities Coord	1

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

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

Category: Technicians

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

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

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

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

Title(s)	Employee(s)
Carpenter	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
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	Employees with Civil Service permanency in Skilled Trade job group titles corresponding to the supervisory titles as of 6/1/2018.

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

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).
1-Ext Italian-Amer.		2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups)	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.
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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.
1-Ext Italian-Amer.		For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.
2-Internal (all groups)	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

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

Category: Service Workers and Others

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

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

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

Title(s)	Employee(s)
Custodial Assistant	61

Category: Service Workers and Others

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

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

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

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

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

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

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 (ITALIAN AMERICAN PLAN)

Borough of Manhattan CC

Appendix E-1 presents utilization and underutilization of protected groups by job group. A group is displayed only when five or more employees assigned to it.

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

Underutilization numbers represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

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

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-Time Employees: 20

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04320	Assc 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	Italian American
Number of Employees	8	11	2	4	4	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	40.0%	55.0%	10.0%	20.0%	20.0%	10.0%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%	7.2%

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

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)

Description: Manager-Level Administrators

Full-Time Employees: 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	Italian American
Number of Employees	71	68	15	33	19	6
Underutilized (Y = Yes)						Y
Number Underutilized						5
Actual Utilization Percent	62.3%	59.6%	13.2%	28.9%	16.7%	5.3%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%	10.0%

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

Category: Executive/Administrative/Managerial

Job Group: 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	Italian American
Number of Employees	0	4	0	1	3	0
Underutilized (Y = Yes)	Y		Y	Y		Y
Number Underutilized	1		0	1		1
Actual Utilization Percent	0.0%	66.7%	0.0%	16.7%	50.0%	0.0%
Labor Market Avail. Percent	22.0%	59.7%	5.1%	30.4%	23.3%	10.4%

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

Category: Professional Non-Faculty

Job Group: Accountant

Description: Accountants (Professionals)

Full-Time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	4	5	1	3	1	0
Underutilized (Y = Yes)						Y
Number Underutilized						0
Actual Utilization Percent	80.0%	100.0%	20.0%	60.0%	20.0%	0.0%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%	4.1%

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

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-Time Employees: 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	Italian American
Number of Employees	164	186	28	96	52	6
Underutilized (Y = Yes)						Y
Number Underutilized						25
Actual Utilization Percent	68.0%	77.2%	11.6%	39.8%	21.6%	2.5%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%	12.8%

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

Category: Professional Non-Faculty

Job Group: IT Computer Professional

Description: Information Technology Professionals

Full-Time Employees: 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	Italian American
Number of Employees	3	28	9	6	12	0
Underutilized (Y = Yes)	Y					Y
Number Underutilized	11					3
Actual Utilization Percent	9.4%	87.5%	28.1%	18.8%	37.5%	0.0%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%	8.2%

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

Category: Administrative Support Workers

Job Group: Accountant Assistant

Description: Accounting Support Staff (Accounting and Purchasing Agent Assistants a

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	Italian American
Number of Employees	13	13	3	7	3	0
Underutilized (Y = Yes)						Y
Number Underutilized						2
Actual Utilization Percent	86.7%	86.7%	20.0%	46.7%	20.0%	0.0%
Labor Market Avail. Percent	83.1%	49.2%	10.8%	19.3%	17.3%	14.0%

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

Category: Administrative Support Workers

Job Group: Administrative Assistant
Description: Administrative Support Staff-Senior Level
Full-Time Employees: 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	Italian American
Number of Employees	11	10	2	5	2	1
Underutilized (Y = Yes)					Y	
Number Underutilized					1	
Actual Utilization Percent	100.0%	90.9%	18.2%	45.5%	18.2%	9.1%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%	6.5%

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

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-Time Employees: 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	Italian American
Number of Employees	80	83	7	39	32	3
Underutilized (Y = Yes)						Y
Number Underutilized						13
Actual Utilization Percent	87.0%	90.2%	7.6%	42.4%	34.8%	3.3%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%	17.4%

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

Category: 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	Italian American
Number of Employees	0	5	1	1	3	0
Underutilized (Y = Yes)	Y			Y		Y
Number Underutilized	2			0		1
Actual Utilization Percent	0.0%	100.0%	20.0%	20.0%	60.0%	0.0%
Labor Market Avail. Percent	31.3%	61.3%	7.8%	27.5%	22.8%	14.1%

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

Category: Craft Workers

Job Group: Laborers and Helpers

Description: Entry-Level Craft Workers

Full-Time Employees: 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	Italian American
Number of Employees	0	10	1	7	2	0
Underutilized (Y = Yes)	Y				Y	Y
Number Underutilized	2				2	1
Actual Utilization Percent	0.0%	100.0%	10.0%	70.0%	20.0%	0.0%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%	5.7%

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

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-Time Employees: 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	Italian American
Number of Employees	0	18	2	5	10	2
Underutilized (Y = Yes)	Y			Y	Y	Y
Number Underutilized	1			1	3	5
Actual Utilization Percent	0.0%	36.7%	4.1%	10.2%	20.4%	4.1%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%	13.9%

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

Category: Technicians

Job Group: 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	Italian American
Number of Employees	4	8	2	2	4	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization Percent	44.4%	88.9%	22.2%	22.2%	44.4%	0.0%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%	14.4%

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

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-Time Employees: 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	Italian American
Number of Employees	5	10	0	7	3	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			0			0
Actual Utilization Percent	50.0%	100.0%	0.0%	70.0%	30.0%	0.0%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%	0.3%

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

Category: Service Workers and Others

Job Group: Campus Peace Officer
Description: Campus Security-Mid Level Staff
Full-Time Employees: 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	Italian American
Number of Employees	9	25	2	16	7	0
Underutilized (Y = Yes)						Y
Number Underutilized						5
Actual Utilization Percent	31.0%	86.2%	6.9%	55.2%	24.1%	0.0%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%	15.9%

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

Category: Service Workers and Others

Job Group: Campus Security Assistant
Description: Campus Security-Entry Level Staff
Full-Time Employees: 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	Italian American
Number of Employees	12	34	5	26	3	0
Underutilized (Y = Yes)					Y	Y
Number Underutilized					5	3
Actual Utilization Percent	32.4%	91.9%	13.5%	70.3%	8.1%	0.0%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%	8.5%

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

Category: Service Workers and Others

Job Group: Custodial Supervisor
Description: Custodial Supervisors
Full-Time Employees: 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	Italian American
Number of Employees	3	13	0	10	3	0
Underutilized (Y = Yes)	Y		Y		Y	Y
Number Underutilized	2		1		2	1
Actual Utilization Percent	21.4%	92.9%	0.0%	71.4%	21.4%	0.0%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%	5.8%

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

Category: Service Workers and Others

Job Group: Custodial

Description: Custodians-Entry Level

Full-Time Employees: 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	Italian American
Number of Employees	23	59	2	24	33	1
Underutilized (Y = Yes)			Y			Y
Number Underutilized			1			4
Actual Utilization Percent	37.7%	96.7%	3.3%	39.3%	54.1%	1.6%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%	7.6%

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

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 displayed only when five or more employees are assigned to it.

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

Underutilization numbers represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

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

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 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	Italian American
Number of Employees	7	16	5	6	5	1
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization Percent	35.0%	80.0%	25.0%	30.0%	25.0%	5.0%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%	11.5%

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

College Lab Tech - Other

Full-Time Employees: 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	Italian American
Number of Employees	6	12	0	5	7	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			4			2
Actual Utilization Percent	35.3%	70.6%	0.0%	29.4%	41.2%	0.0%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%	11.4%

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

Borough of Manhattan CC

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups by faculty job group. A group is displayed only when five or more faculty are assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee.

Blanks indicate no underutilization.

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

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

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

Job Group Faculty-Professorial

Total Faculty: 454

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	248	203	68	65	63	20
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	54.6%	44.7%	15.0%	14.3%	13.9%	4.4%
Labor Market Avail. Percent	42.5%	24.9%	14.0%	4.2%	4.8%	5.3%

Job Group Faculty-Librarian

Total Faculty: 14

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	11	5	2	3	0	2
Underutilized (Y = Yes)					Y	
Number Underutilized					1	
Actual Utilization Percent	78.6%	35.7%	14.3%	21.4%	0.0%	14.3%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%	5.7%

Job Group Faculty-Lecturer

Total Faculty: 74

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	37	39	7	23	9	3
Underutilized (Y = Yes)			Y			Y
Number Underutilized			3			5
Actual Utilization Percent	50.0%	52.7%	9.5%	31.1%	12.2%	4.1%
Labor Market Avail. Percent	52.4%	31.3%	14.1%	7.7%	7.6%	10.9%

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

Job Group Faculty-Instructor

Total Faculty: 24

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	9	10	1	4	3	1
Underutilized (Y = Yes)	Y		Y			Y
Number Underutilized	5		2			0
Actual Utilization Percent	37.5%	41.7%	4.2%	16.7%	12.5%	4.2%
Labor Market Avail. Percent	57.1%	27.6%	13.3%	5.8%	5.9%	5.4%

Job Group Faculty-Developmental

Total Faculty: 35

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	22	18	2	9	7	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			5
Actual Utilization Percent	62.9%	51.4%	5.7%	25.7%	20.0%	0.0%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%	13.0%

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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	100%	-	(1)	(1)	-	-	-	-	-
All White	(1)	-	0%	-	-	(1)	100%	-	(1)	(1)	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	(1)	-	0%	-	-	(1)	13%	(1)	-	-	-	-	-	-	-
White (Not Ital)	4	8	53%	6	2	(4)	50%	(4)	-	-	-	-	-	-	-
All White	3	8	53%	6	2	(5)	63%	(5)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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	-
Italian-American	(1)	-	0%	-	-	(1)	4%	(1)	-	-	-	-	-	-	-
White (Not Ital)	1	7	22%	7	-	(6)	25%	(4)	(2)	(2)	-	-	-	3	-
All White	-	7	22%	7	-	(7)	29%	(5)	(2)	(2)	-	-	-	3	-
Unknown	1	1	3%	1	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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
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	100%	1	-	(2)	100%	(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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	1	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	1	100%	-	1	-	0%	-	-	-	-	-	-	-	-
All White	1	1	100%	-	1	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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
Basic Crafts-Buildings and Grounds

		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)	-	(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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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	-	-	0%	-	-	-	-	-	-	-	-
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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	20%	(1)	-	-	-	-	-	-	-
All White	(1)	-	0%	-	-	(1)	20%	(1)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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	-	-	0%	-	-	-	-	-	-	-	-
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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	1	1	9%	1	-	-	0%	-	-	-	-	-	-	-	-
Veterans Individuals w/Disabilities	1	1	9%	1	-	-	0%	-	-	-	-	-	-	-	-
	-	-	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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	50%	-	(1)	-	(1)	-	-	-	-
All White	(1)	-	0%	-	-	(1)	50%	-	(1)	-	(1)	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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)	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	1	7%	-	1	-	0%	-	-	-	-	-	-	-	-
All White	1	1	7%	-	1	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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 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	(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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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	-	-	0%	-	-	-	-	-	-	1	-
Male	-		0%	-	-	-	0%	-	-	-	-	-	-	1	-
Female	1	1	100%	1	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	-	-	0%	-	-	-	0%	-	-	-	-	-	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-	-	-	1	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	1	100%	1	-	-	0%	-	-	-	-	-	-	-	-
All White	1	1	100%	1	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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-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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	2	50%	2	-	(3)	38%	(3)	-	-	-	-	-	-	-
All White	(1)	2	50%	2	-	(3)	38%	(3)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	(1)	-	0%	-	-	(1)	7%	(1)	-	-	-	-	-	-	-
White (Not Ital)	3	7	54%	7	-	(4)	29%	(3)	(1)	(1)	-	-	-	-	-
All White	2	7	54%	7	-	(5)	36%	(4)	(1)	(1)	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	1	50%	1	-	(2)	50%	(2)	-	-	-	-	-	-	-
All White	(1)	1	50%	1	-	(2)	50%	(2)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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
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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	1	20%	1	-	-	0%	-	-	-	-	-	-	-	-
All White	1	1	20%	1	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	1	50%	1	-	(1)	100%	(1)	-	-	-	-	-	-	-
All White	-	1	50%	1	-	(1)	100%	(1)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	2	50%	2	-	(2)	100%	(2)	-	-	-	-	-	-	1
All White	-	2	50%	2	-	(2)	100%	(2)	-	-	-	-	-	-	1
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans 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 (ITALIAN AMER. PLAN)

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 (ITALIAN AMER. PLAN)

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
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Mathematics

Asst Professor	Gained Tenure	Tenured	Male	Black/African Am.
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Social Science

Assc Professor	Gained Tenure	Tenured	Female	Black/African Am.
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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	Ital Amer	White Not Ital	Oth/Unk
5 Female	1	0	1	0	0	4	0
6 Male	4	1	2	1	0	2	0
0 Oth/Unk	0	0	0	0	0	0	0
11 Total	5	1	3	1	0	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%
Italian American	2	2	1%	-	0%	-	0%	-	0%
White (Not Ital)	23	23	16%	3	25%	-	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%
Italian American	3	3	3%	-	0%	-	0%	-	0%
White (Not Ital)	38	38	39%	4	36%	-	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%
Italian American	88	88	4%	12	7%	-	0%	-	0%
White (Not Ital)	722	722	30%	52	32%	10	67%	9	64%
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%
Italian American	112	112	3%	11	4%	1	3%	1	3%
White (Not Ital)	834	834	20%	50	18%	6	18%	6	18%
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%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	10	10	18%	2	22%	-	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

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%
Italian American	1	1	2%	-	0%	-	0%	-	0%
White (Not Ital)	7	7	13%	-	0%	-	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%

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%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	5	5	7%	-	0%	-	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

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%
Italian American	3	3	1%	-	0%	-	0%	-	0%
White (Not Ital)	15	15	5%	-	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
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%
Italian American	5	5	5%	1	6%	-	0%	-	0%
White (Not Ital)	34	34	35%	6	38%	1	33%	1	33%
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%
Italian American	10	10	4%	1	3%	-	0%	-	0%
White (Not Ital)	97	97	39%	13	35%	2	67%	2	67%
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%
Italian American	4	4	3%	-	0%	-	0%	-	0%
White (Not Ital)	44	44	37%	4	36%	1	100%	1	100%
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%
Italian American	54	54	4%	9	6%	1	4%	1	5%
White (Not Ital)	567	567	42%	58	36%	8	35%	8	36%
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%
Italian American	18	18	2%	2	3%	-	0%	-	0%
White (Not Ital)	142	142	13%	10	16%	1	9%	1	9%
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%
Italian American	13	13	3%	1	13%	-	0%	-	0%
White (Not Ital)	65	65	17%	2	25%	-	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%
Italian American	3	3	2%	-	0%	-	0%	-	0%
White (Not Ital)	23	23	12%	1	5%	-	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%
Italian American	1	1	1%	-	0%	-	0%	-	0%
White (Not Ital)	42	42	31%	9	50%	1	50%	1	50%
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%
Italian American	10	10	4%	1	9%	-	0%	-	0%
White (Not Ital)	88	88	36%	3	27%	1	25%	1	25%
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%