Borough of Manhattan Community College
The City University of New York
2018-2019 AFFIRMATIVE ACTION PLAN FOR ITALIAN AMERICANS

Affirmative Action Plans covering Italian Americans

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BMCC

CUNY THE GREATEST URBAN UNIVERSITY IN THE WORLD

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PART ONE: INTRODUCTION AND BACKGROUND

The College produces an Affirmative Action Plan for Italian Americans separate from the federal Affirmative Action Plan. The Chancellor of CUNY designated Italian Americans as a protected group at CUNY in 1976. Methodologies are similar for the plans, except that the analyses include Italian Americans as a protected group and the narrative will highlight issues related to Italian American utilization and action-oriented programs.

Part One provides an overview of the College and those individuals and groups who share responsibility for the College's Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2018. The Plan Reporting Year (basis for historical data) is June 1, 2017–May 31, 2018. The Program Year is September 1, 2018–August 31, 2019.

This Plan is available for public review at the location listed on the front cover.

COLLEGE OVERVIEW

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 26,953

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

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

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

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

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 overall policy on Affirmative Action 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 text of the policy statement follows:

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.

The complete CUNY Policy on Sexual Misconduct may be found at the following link: The CUNY Policy on Sexual Misconduct.

CUNY has established the following policies. The links below are accurate as of June 2018:

The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law, and addresses sex discrimination other than Sexual Misconduct covered by this policy.

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 are required to 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 policy is reaffirmed by the President annually. **Appendix B** contains a copy of the annual Reaffirmation Letter, which was issued on August 23, 2018.

RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in promoting diversity and inclusion, the College has assigned certain responsibilities in implementing Affirmative Action programs.

The President

Interim President Karrin Wilks[1] (hereinafter referred to as the President) oversees implementation of Affirmative Action and diversity programs and assuring compliance

[1] Karrin Wilks was named Interim President of BMCC effective September 1, 2018. Prior to this date, Antonio Pérez served as the President of BMCC.

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 (A.D.A.) 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 submits required reports, including this Affirmative Action Plan.

Chief Diversity Officer

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

- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints.

- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media.

- Prepares and communicates Affirmative Action Plan reports and evaluates the impact of specific initiatives and Affirmative Action programs overall.

- Consults with search committees and hiring managers on recruitment and selection, overseeing search plans and effective recruitment/selection strategies to promote a diverse workforce.

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

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 assist in developing, maintaining, and implementing the Affirmative Action Plan.

Committee on Diversity and Inclusion

The College has a standing committee called the BMCC Equity and Inclusion Task Force, which advises the College on equity and diversity related matters, develops and implements strategic diversity plans, and promotes College programs to reflect pluralistic values and goals.

Committee members in this past year were:

Victoria Apostol-Marius, Program Coordinator in the Women's Resource Center
Sharon Avni, Associate Professor of Academic Literacy and Linguistics
David Bahr, Associate Professor of English
Suvro Banerjee, Assistant Professor of Accounting
Erica Campbell, Lecturer of English
Erika Carlson, Institutional Research Specialist
Leslie Craigo, Assistant Professor of Teacher Education
Albert Duncan, Associate Professor of Economics
Terri Ellis, Academic Advisor
Tommasina Faratro, CUNY EDGE Advisor
Ashtian Holmes, Director of UMLA
Peter Hoontis, Assistant Professor of Business
Elisabeth Jaffe, Assistant Professor of Mathematics
Lindsey Johnson, Senior Academic Advisor
Shirley Leyro, Assistant Professor of Criminal Justice
Carla Macchiavello, Assistant Professor of Art History
Patricia Mathews-Salazar, Director of the Center of Ethnic Studies
Lynn McGee, Communications Manager
Soniya Munshi, Assistant Professor of Sociology
Kanu Nagra, Associate Professor/Librarian
Jean-Yves Plaisir, Associate Professor of Teacher Education
Leslie Rennis, Chair, Health Education
Romario Ricketts, BMCC student
Kelly Rodgers, Associate Professor of Psychology (co-chair)
James Sayegh, Assistant Professor of Media Arts and Technology
Daphnie Sicre, Assistant Professor of Theatre
Karine Sipel, ASAP Recruitment Specialist
Adrian Solomon, College Discover Program Counselor
Hallie Weiner, Student Psychological Counselor
Karrin Wilks, President (co-chair)
Kevin Zambrano, BMCC student

University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis and provide periodic data files to the colleges. Details of University reports and diversity programs are provided here: Click for University Diversity Resources

PART TWO: DATA AND ANALYSIS

The College analyzes data using multiple methods prescribed by regulation and best practice in preparing Affirmative Action Plans. No one method provides a complete picture, and none should be used as a sole measurement. 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.

Individuals interested in learning more about data analysis in Affirmative Action Plans may wish to refer to resources provided by the U.S. Department of Labor's Office of Contract Compliance Programs (OFCCP) at: Click for U.S. Department of Labor Website

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, of full-time active employees and employees on selected paid leaves (such as medical leave or fellowship/sabbatical leave) as of June 1, 2018. The population does not include student workers or individuals employed by CUNY's Research Foundation. CUNY created this extract in July of 2018.

To evaluate representation by race/ethnicity, we use federally-mandated categories of Asian, Black/African American, and Hispanic. Employees who identify as American Indian/Alaska Native and employees who identify as "Two or More Races" are not listed separately, but are included in the Total Minority category. Employees identifying as Hawaiian/Native Pacific Islander are listed with the Asian category.

Italian Americans are listed as a protected group in the analyses. To retain overall comparisons to the federal plan, Italian Americans are not included in the Total Minority category (i.e., the Total Minority category is the same for both federal and Italian American Plans).

To evaluate representation by gender, we use federally-mandated categories of Male and Female.

WORKFORCE ANALYSIS

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order. The College has a total of 1,415 full-time employees.

The Workforce Analysis is intended to review overall representation of females or minorities by organizational unit and title/rank within unit.

Due to length, the Workforce Analysis charts are not included in the Plan.

The College conducted a self-identification canvas in May 2018 by contacting employees via email, encouraging them to update self-identification data. The College provided instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary.

In total, none of the employees at the College did not identify a gender and 1 employee either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race). Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group for further analyses.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

We base further analyses on creating job groups consisting of job titles with similar responsibilities and opportunities for advancement. We conduct additional analyses for Faculty and College Laboratory Technicians with groupings based on instructional program (discipline) and academic department.

Appendix C presents further details of the titles included in each Job Group.

Job Groups

Job Groups are comprised of similar job titles based on duties, qualifications, and other conditions of employment. The University reviews groupings annually. The Exhibit on the following page lists the Job Groups and summarizes College staffing in each group.

Exhibit: Workforce Summary (IA)

Borough of Manhattan CC **Total Employees: 1,415**

Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 1 (Executive)	20	9	45.0%	10	50.0%	2	10.0%
Administration 2 (Manager)	108	71	65.7%	65	60.2%	7	6.5%
Facility Manager	3	0	0.0%	2	66.7%	0	0.0%
IT Computer Manager	1	0	0.0%	1	100.0%	0	0.0%
Security Manager	6	0	0.0%	4	66.7%	0	0.0%

Professional Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Faculty-Professorial	474	264	55.7%	209	44.1%	25	5.3%
Faculty-Instructor	25	7	28.0%	13	52.0%	2	8.0%
Faculty-Developmental	38	25	65.8%	21	55.3%	0	0.0%
Faculty-Lecturer	76	39	51.3%	40	52.6%	3	3.9%

Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant	3	2	66.7%	3	100.0%	0	0.0%
Administration 3 (Professional)	234	161	68.8%	177	75.6%	7	3.0%
Disability Accomm. Specl	1	0	0.0%	1	100.0%	0	0.0%
IT Computer Professional	28	3	10.7%	25	89.3%	0	0.0%
Nurse	1	1	100.0%	1	100.0%	0	0.0%

Administrative Support Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant Assistant	18	16	88.9%	16	88.9%	0	0.0%
Administrative Assistant	10	10	100.0%	8	80.0%	1	10.0%
Office Assistant	90	79	87.8%	80	88.9%	3	3.3%
Mail Services Worker	6	0	0.0%	6	100.0%	0	0.0%

Craft Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Basic Crafts-Buildings and Grounds	5	0	0.0%	2	40.0%	1	20.0%
Laborers and Helpers	10	0	0.0%	10	100.0%	0	0.0%
Skilled Trades-Supervisor	2	0	0.0%	0	0.0%	0	0.0%
Skilled Trades	48	0	0.0%	16	33.3%	2	4.2%

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	1	0	0.0%	0	0.0%	0	0.0%
Engineering Technician	1	1	100.0%	1	100.0%	0	0.0%
IT Support Technician	5	2	40.0%	5	100.0%	0	0.0%
Print Shop	10	5	50.0%	9	90.0%	0	0.0%

Service Workers and Others

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Campus Peace Officer-Sergeant	11	4	36.4%	11	100.0%	0	0.0%
Campus Peace Officer-Level 2	3	3	100.0%	3	100.0%	0	0.0%
Campus Peace Officer-Level 1	68	19	27.9%	62	91.2%	0	0.0%
Custodial Supervisor	16	3	18.8%	15	93.8%	0	0.0%
Custodial	56	21	37.5%	54	96.4%	1	1.8%

Disciplines for Faculty and College Laboratory Technicians

Within each Faculty job group, we analyze utilization by academic program or discipline. The University codes its disciplines using the U.S. Dept. of Education "Classification of Instructional Programs" (CIP) and each College assigns its academic departments to the disciplines. On an exception basis, we calculate a blended labor market availability for interdisciplinary programs. Where multiple departments are assigned to the same discipline, Chief Diversity Officers may review a break-out by department.

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

We assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians-Science, Technology, and Engineering, and College Laboratory Technicians-Other.

Appendix D details the academic program assignments used at the College for Faculty and College Laboratory Technicians.

Labor Market Availability

Labor Market Availability is the measurement 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.

The University calculates availability by job group and discipline, based on internal and external factors. The internal labor market is an estimate of eligible employees on a promotional path into a job group and has been calculated based on employee data in either fall 2013 or spring 2014. The external labor market uses location and qualifications of individuals available for employment, typically an education factor and a geographic factor. Educational data comes from "Earned Degrees Conferred" reports from the U.S. Department of Education (2013-2014 figures) and other information comes from the *American Community Survey of the U.S. Census* (2007-2011). Geographic factors may be National (generally for highest-level positions and faculty), Regional (the four-state region of New York, New Jersey, Pennsylvania, and Connecticut), or Local (New York City).

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

CUNY reviews and updates Labor Market Availability figures every other year. There were no updates made to the availability data this past year.

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

UTILIZATION ANALYSIS

Discussion

The College reviewed its employee population by Job Group and protected class in comparison to Labor Market Availability for groups where there are five or more employees.

We report underutilization when significantly fewer minorities or women are employed than would be reasonably expected given availability. We also report underutilization where the utilization is more than 20% below availability and 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 College Affirmative Action programs.

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

Changes in underutilization from year to year may arise from multiple factors. These include hires, separations (including voluntary separations and retirements), updated Labor Market Availability and changes to the composition of Job Groups or Disciplines. It is often not possible to pinpoint a single, direct cause, and it may not always be possible to anticipate and/or prevent increases in underutilization in borderline situations.

The following Exhibit summarizes staffing and underutilization for each job group with a comparison to the two previous years.

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

Borough of Manhattan CC

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

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. Differences in assigning faculty to disciplines mean that year-to-year comparisons are approximate.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

			UNDERUTILIZATION									
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/ Latino		Italian American	
Job Category	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Total, Professoriate Programs (All Disciplines)	474	466												
Total, Lecturer Programs (All Disciplines)	76	78											5	5
Total, Instructor Programs (All Disciplines)	25	30	7	0			0	1					2	3
Total, Developmental Faculty	38	37											4	3

Exhibit: Summary of Historical Changes in Underutilization -Staff (IA Plan)

Borough of Manhattan CC

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

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. If there is no entry under Total Staff, this means that the discipline was not reported in the Affirmative Action Plan in one of the years.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

			UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/ Latino		Italian American	
Job Group	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Category: Executive/Administrative/Managerial														
Administration 1 (Executive)	20	20												
Administration 2 (Manager)	108	98											2	
Security Manager	6	7	2	2									1	1
Category: Professional Non-Faculty														
Administration 3 (Professional)	234	217											20	21
IT Computer Professional	28	26	4	5									3	3
Category: Administrative Support Workers														
Accountant Assistant	18	15											3	2
Administrative Assistant	10	10									1	1		
Mail Services Worker	6	6	2	2									1	1
Office Assistant	90	92											12	12
Category: Craft Workers														
Basic Crafts-Buildings and Grounds	5	5	1	1										
Laborers and Helpers	10	12	2	2									1	1
Skilled Trades	48	44	1	1									5	4
Category: Technicians														
IT Support Technician	5	6											1	1
Print Shop	10	8											1	1
Category: Service Workers and Others														
Campus Peace Officer-Level 1	68	67									11	11	8	8
Campus Peace Officer-Sergeant	11	11					1	1						
Custodial	56	62											4	4
Custodial Supervisor	16	15	2	1									2	2

Exhibit: Summary of Historical Changes in Underutilization - Lab Techs (IA Plan)

Borough of Manhattan CC

This is a summary of utilization, and underutilization, of protected groups by functional grouping for College Laboratory Technicians (CLTs). Only those groups with five or more employees are included here.

This version compares underutilization for this report (2018) to that reported in the 2017 Affirmative Action Plan. If there is no entry under Total Staff, this means that the discipline was not reported in the Affirmative Action Plan in one of the years.

Boxes in red represent increases in underutilization (negative progress); boxes in green represent decreases in underutilization (positive progress).

Job Group: Administration 4 (College Lab Tech)

			UNDERUTILIZATION									
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/ Latino		Italian American	
Job Category	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
College Lab Tech - Other	17	17		2			1	1					1	1
College Lab Tech - Science, Tech, Eng.	20	20											1	1

Utilization, Underutilization, and Placement Goals

Faculty

This equal employment opportunity (EEO) category had positive progress, in that underutilization of various underrepresented groups was eliminated. In the Faculty-Professorial job group, underutilization of Asians and Hispanics was eliminated in the Communications, Journalism, etc. and Visual Performing Arts discipline.

In the Faculty-Professorial job group, underutilization of Black employees remained the same at 2 in the Biological and Biomedical Sciences and Physical Sciences discipline, due to a lack of hiring opportunities during the Plan year.

The Faculty-Professorial job group also witnessed the development of new areas of underutilization in the following disciplines: Family and Consumer Sciences/Human Sciences (Female and Asian) and Foreign Languages, Literatures, and Linguistics (Black). In the foregoing disciplines, underutilization developed due to the hiring of employees of other gender/ethnicity classifications.

Additionally, new areas of underutilization developed in the Faculty-Lecturer job group in the following disciplines: Mathematics and Statistics (Female) and Education - Developmental (Minority). In the foregoing disciplines, underutilization developed due to the creation of unfilled vacancies resulting from faculty members retiring or separating employment.

Executive/Administrative/Managerial

In the Administration 1 and Administration 2 job groups, underutilization of females and minorities remained at zero. In the Security Manager job group, the underutilization of females remained the same at 2, due to a lack of hiring opportunities during the Plan year.

Professional Non-Faculty

In the IT Computer Professional job group, there was positive progress, in that underutilization of female employees decreased from five to four. In the Administration 3 job group, underutilization of females and minorities remained at zero.

Administrative Support Workers

In the Accountant Assistant, Administrative Assistant, and Office Assistant job groups, there was no underutilization of female or minority employees. In the Mail Services Worker job group, the underutilization of female employees remained the same at 2, due to the lack of hiring opportunities during the Plan year. In the Administrative Assistant job group, the underutilization of Hispanic employees remained the same at 1, due to the lack of hiring opportunities during the Plan year.

Craft Workers

Underutilization of women remained the same in the Basic Crafts-Buildings and Grounds (1), Laborers and Helpers (2), and Skilled Trades (1) job groups due to the lack of hiring opportunities during the Plan year. There was no underutilization for minorities in any of the job groups in this EEO category.

Technicians

There remained no underutilization of female or minority employees in this EEO category.

Service Workers and Others

In the Campus Peace Officer-Level 1 job group, underutilization of Hispanic employees remained the same at 11, due to a lack of hiring opportunities during the Plan year. In the Campus Peace Officer-Sergeant job group, underutilization of Asian employees also remained the same at 1, due to a lack of hiring opportunities during the Plan year. In the Custodial Supervisor job group, underutilization of female employees increased from one to two. There was no underutilization of female or minority employees in the Custodial job group.

College Lab Technicians

In the College Lab Tech - Other job group, underutilization of females was eliminated, decreasing from two to zero. Underutilization of Asian employees in the College Lab Tech - Other job group remained the same. The College Lab Tech - Science, Technology, Engineering job group continued to have zero underutilization of female or minority employees.

OTHER ANALYSES

Personnel Activity

We review personnel actions for potential adverse impact, meaning personnel selections at different rates for different groups.

Appendix F provides detail on personnel activity by Job Group:

- Job Actions by Job Group and Ethnicity
- Job Actions by Job Group and Gender
- Faculty Tenure Actions by Department, Title, and Ethnicity
- Faculty Tenure Actions by Department, Title, and Gender

We compared employee title changes between reference dates (i.e., July 1, 2017 and June 1, 2018). 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 and are listed as having separated from one group and joined another group.

Tenure is a permanent status granted to Professorial Faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. There is an additional review process for Professorial Faculty, involving departmental and College-wide Personnel and Budget Committees making recommendations to the President. The President reports approved candidates to the CUNY Board of Trustees. It is also possible in rare cases for a senior individual to be hired with Tenure. Faculty reported here received tenure/CCE status effective September 1, 2017.

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure.

During the Plan year, 15 employees gained tenure. Out of the 15 employees, 10 employees were minorities and two were Italian American. Over half of the employees who gained tenure were women.

Recruiting Activity

Recruiting and selection take place within a process designed to promote both effectiveness and diversity. Prior to posting a position, the Chief Diversity Officer reviews and approves the posting language from the standpoint of any requirements that may impose bias. In many instances, the Chief Diversity Officer works with Office of Human Resources and the Hiring Manager to develop a Search Plan outlining intended methods of outreach for the position.

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

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

Appendix G summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer between June 1, 2017 and May 31, 2018.

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

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

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

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

In the normal conduct of business, the Office of Compliance and Diversity reviews applicant self-identification data and determines whether there is a need for real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding should there be a concern that applicant pools are not sufficiently diverse.

Hiring from Civil Service Applicant Pools

The College participated in 12 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**.

PART THREE: ACTION-ORIENTED PROGRAMS

This section details a qualitative assessment of programs over the prior year, evaluates how the College has, or has not, achieved its goals, and identifies planned activities aimed at achieving the coming year's goals.

Part Three contains:

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

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

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

Exhibit: Summary of Campus Programs, 2017-2018

Program	Impact
BMCC Equity and Inclusion Initiative	The BMCC Equity and Inclusion Task Force, comprised of 31 faculty, staff, and students, with a large faculty majority, met throughout the 2017-18 academic year. Subcommittees met with the following goals: 1) Examine current perceptions, experiences, and available data related to equity and inclusion, considering all aspects of identity; 2) Catalogue and assess current BMCC programs designed to advance equity; 3) Identify barriers to equity and inclusion for all members of our community; 4) Examine models of equity-minded policies, practices, and behaviors that lead to improved success for all students and improved job satisfaction for all faculty and staff; 5) Further diversify faculty (full-time and part-time) to better reflect the student population; 6) Identify and develop teaching and learning strategies (inside and outside the classroom) to promote tolerance and inclusion, explore identity, and combat bias and hate. The Task Force submitted recommendations to the President's Cabinet, which were reviewed and endorsed, including

Program	Impact
	the recommendation to conduct a listening tour in the 2018-19 academic year.
BMCC Faculty Leadership Fellows Program	The goal of the BMCC Faculty Leadership Fellows Program is 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. Sixteen faculty members participated in the spring 2018 session.
BMCC Teaching Academy	The BMCC Teaching Academy is a mentoring program for tenure track faculty. Cohorts of up to 20 tenure track faculty work in small groups with a Master Teacher, who is a tenured faculty member, over the course of four semesters. In January 2018, the Teaching Academy introduced a fourth cohort of 12 faculty members. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.
BMCC Mentoring Programs	Several academic departments offer mentoring programs that pair veteran faculty with new

Program	Impact
	faculty members. In 2017, BMCC piloted a network mentoring model by engaging veteran faculty to work with the following groups: a) new full-time faculty, b) faculty developing their first online course, and c) faculty delivering their first online course.
Center for Excellence in Teaching, Learning, and Scholarship (CETLS) – BMCC	CETLS-BMCC offers faculty members professional development through CETLS on various topics such as game-based learning, art across the curriculum, supporting and empowering students in the classroom, and queer communities. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization of women and minorities through mentorship. To help strengthen the program as it continued into the 2017-18 academic year, the College added an additional staff line to CETLS for administrative support. This position was filled in fall 2017.
Balancing the Curriculum: Gender, Race and Class (BTC)	The BTC seminar, coordinated by the Center for Ethnic Studies, is designed to encourage faculty members to incorporate diversity in their teaching materials and to address diversity related issues in the classroom. One of the goals of this program is to foster an environment of diversity and inclusion among faculty and in coursework.

Program	Impact
Faculty Affirmative Action Plans	During the Plan year, the Provost met with department chairs, the Chief Diversity Officer and the Digital Recruiter to develop affirmative action plans for departments that had underutilization of women and/or minorities. The affirmative action plans were applied to searches for faculty in departments that had hiring opportunities during the Plan year. For example, affirmative action plans were implemented to address underutilization of Hispanic faculty in the Media Arts and Technology Department and Asian faculty in the Social Sciences, Human Services & Criminal Justice Department, among other areas. The diversity language in the job postings were also strengthened to emphasize the College's commitment to recruiting a diverse workforce.

IMPLEMENTATION OF 2018-2019 PROGRAMS

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

Exhibit: Planned Campus Programs, 2018-2019

Program	Expected Impact
BMCC Equity and Inclusion Initiative	The BMCC Equity and Inclusion Task Force, comprised of 31 faculty, staff, and students, with a large faculty majority, will

Program	Expected Impact
	continue to pursue the group's goals in the 2018-19 academic year. Subcommittees will continue to focus on the following goals: 1) Examine current perceptions, experiences, and available data related to equity and inclusion, considering all aspects of identity; 2) Catalogue and assess current BMCC programs designed to advance equity; 3) Identify barriers to equity and inclusion for all members of our community; 4) Examine models of equity-minded policies, practices, and behaviors that lead to improved success for all students and improved job satisfaction for all faculty and staff; 5) Further diversify faculty (full-time and part-time) to better reflect the student population; 6) Identify and develop teaching and learning strategies (inside and outside the classroom) to promote tolerance and inclusion, explore identity, and combat bias and hate. As referenced above, the Task Force is planning to conduct a listening tour in the 2018-19 academic year.
BMCC Faculty Leadership Fellows Program	The goal of the BMCC Faculty Leadership Fellows Program is 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 will learn from nationally recognized experts and leaders about some of the

Program	Expected Impact
	major challenges facing community colleges across the country, with a major focus on leadership to advance equity. Up to 15 faculty members will be recruited to participate in the 2019 spring session.
BMCC Teaching Academy	The BMCC Teaching Academy, a mentoring program for tenure track faculty, will continue in the 2018-19 academic year. Cohorts of up to 20 tenure track faculty work in small groups with a Master Teacher, who is a tenured faculty member, over the course of four semesters. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship.
BMCC Mentoring Programs	Several academic departments offer mentoring programs that pair veteran faculty with new faculty members. As discussed above, in 2017, BMCC piloted a network mentoring model by engaging veteran faculty to work with small groups, including the following groups: a) new full-time faculty, b) faculty developing their first online course, and c) faculty delivering their first online course. The pilot will continue in the 2018-19 academic year, expanding to include faculty who are preparing for tenure and promotion.
Center for Excellence in Teaching, Learning, and Scholarship (CETLS) – BMCC	CETLS-BMCC, described above, offers faculty members

Program	Expected Impact
	professional development offerings through CETLS on various topics such as game-based learning, art across the curriculum, supporting and empowering students in the classroom, and queer communities. One of the goals of this program is to decrease and/or eliminate areas of faculty underutilization for women and minorities through mentorship. CETLS will continue in the 2018-19 academic year.
Balancing the Curriculum: Gender, Race and Class (BTC)	The BTC seminar, coordinated by the Center for Ethnic Studies, is designed to encourage faculty members to incorporate diversity in their teaching materials and to address diversity related issues in the classroom. One of the goals of this program is to foster an environment of diversity and inclusion among faculty and in coursework. The BTC seminar will continue in the 2018-19 academic year.

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 and compliant search practices,
- Publishes an annual notice of non-discrimination in the New York Times, and
- Provides training and ongoing updates to Chief Diversity Officers.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 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 all candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, or disability status; information is kept confidentially and used to analyze the composition of applicant pools,
- A committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions, and
- 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.

During the Plan year, after examining utilization data and current faculty demographics, the Provost and Department Chairs met to generate strategies for improving diversity recruitment. Two key strategies are to improve the interaction between Chairs and the Office of Human Resources in relation to identifying targeted posting strategies beyond the default set of venues, and to strengthen the posting language about BMCC relative to the College's "majority minority" student demographics. Additionally, the Provost met with Department Chairs, the Chief Diversity Officer and the Digital Recruiter to develop affirmative action plans for departments that had underutilization of women and/or minorities. The affirmative action plans were applied to searches for faculty in departments that had hiring opportunities during the Plan year. For example, affirmative action plans were implemented to address underutilization of Hispanic faculty in the Media Arts and Technology Department and Asian faculty in the Social Sciences, Human Services & Criminal Justice Department, among other areas. The diversity language in the job postings were also strengthened to emphasize the College's commitment to recruiting a diverse workforce.

The College continues to take measures to promote an inclusive and welcoming environment for all faculty members. In support of this commitment to diversity and inclusion, on January 24, 2018, the College held its annual Winter Faculty Convocation. The Convocation is intended to gather 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 the Provost. Her presentation, *Designing for Success: Equity, Care, and Momentum*, focused on equity issues relating to the College's diverse student body and strengthening a culture of care. In the afternoon, attendees had the opportunity to attend workshops, which included the following topics: Culturally Inclusive Pedagogies: Strategies and Challenges of Experiential Learning; Responding to Microaggressions: One Avenue to Creating Safe and Equitable Learning Environments; and Meeting the Needs of English Learners.

To help foster an inclusive atmosphere, the College has continued to develop its New Faculty Orientation program for newly hired faculty members. New faculty members attended a day-long workshop in August 2017 and August 2018, prior to the beginning of classes. The program included remarks from the President and Provost, information on the demographics of BMCC students and the support systems available to them, and a panel presentation from department chairs on the expectations for faculty at BMCC. Attendees also received information about tenure and promotion procedures. Additionally, the Office of Compliance and Diversity conducted an interactive EEO and

Sexual Harassment training session, which included breakout sessions to discuss EEO scenarios.

In a continuing effort to learn about and address inquiries raised by Department Chairs, in fall 2017, the Chief Diversity Officer presented a sexual harassment, Title IX, and EEO training for all the Chairs. This training was presented to address compliance requirements, best practices, and common issues faced by the Department Chairs. The Chief Diversity Officer will continue to work closely with the Chairs to discuss strategies for promoting diversity and inclusion and implementing best practices.

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 fall 2017 and fall 2018, new faculty participated in an interactive EEO and Sexual Harassment training session, which included breakout sessions to discuss EEO scenarios.

The Office of Compliance and Diversity gave EEO and Sexual Harassment training to the following groups during the Plan year: new students, peer mentors, new faculty, athletic staff, athletes, Student Government Association, library faculty/staff, Manhattan Educational Opportunity faculty/staff, Year-Up students, service desk/IT staff, Building and Grounds staff, and members of the President's Cabinet. During the course of the Plan year, the Office of Compliance and Diversity trained, approximately, 746 students and 364 employees.

EEO and Sexual Harassment training was also given to the following groups in preparation for the 2018-2019 academic year: new students, athletes, athletic staff, and new faculty, among others.

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 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 227th birthday, the U.S. Air Force's 70th birthday, the U.S. Navy's 242nd birthday, the U.S. Army's 243rd birthday, and the U.S. Marine Corps' 242nd birthday. BMCC also showed its support for veterans by hosting a Fall Welcome Back event in September 2017 and a Spring Welcome Back event in February 2018. Additionally, BMCC participated in

the NYC Veteran Day Parade in November 2017 and the U.S. Marine Corps Reserve Toys for Tots Drive in December 2017. BMCC also recognized student veterans by hosting events during Hispanic Heritage Month, Black History Month, Women's HerStory Month, and Asian Heritage Month.

In March 2018, in partnership with CUNY, BMCC hosted the first CUNY Neurodiversity Conference, which focused on strategies for supporting students with intellectual disabilities in achieving their academic and professional goals.

In October 2017, Domestic Violence Awareness month, BMCC's Women's Resource Center promoted domestic violence awareness by sponsoring over 44 workshops, trainings, and events. The Women's Resource Center also hosted an annual Walk With Me event, in which students and staff marched through the campus to raise awareness for domestic violence. Additionally, the Women's Resource Center continues to participate in Verizon's UHopeline Program, a program that donates recycled cell phones to domestic violence families.

The BMCC Safe Zone program is 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 LGBT 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 non-discrimination policies, changes in regulations, and similar 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.

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, and

- 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. Data quality is audited further by the University periodically throughout the year.

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

APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS AND LABOR MARKET AVAILABILITY FACTORS

D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORIES

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

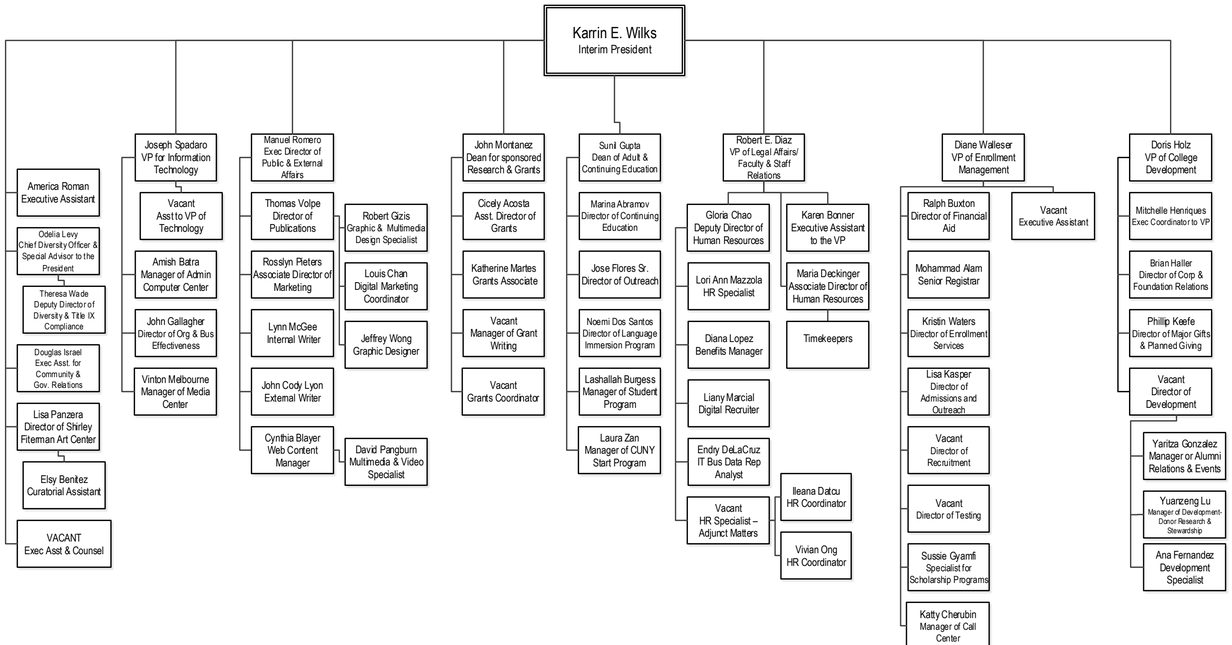
F. SUMMARY OF PERSONNEL ACTIVITY

G. SUMMARY OF RECRUITMENT ACTIVITY

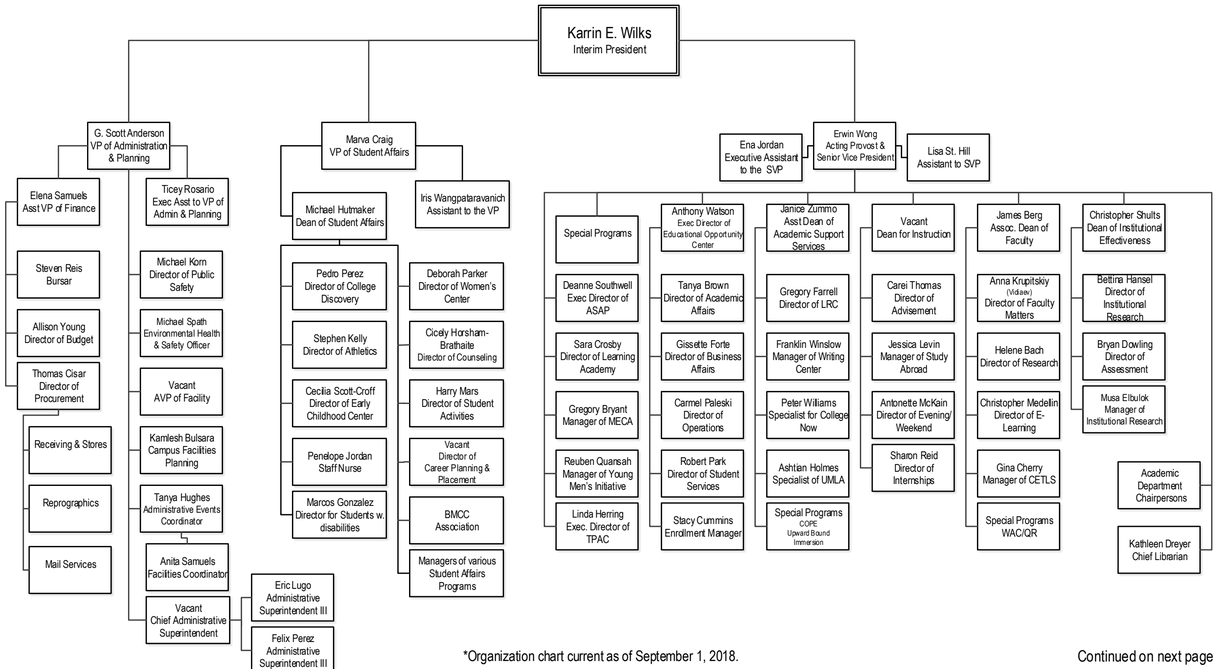
APPENDIX A - ORGANIZATION CHART

Borough of Manhattan CC

This Appendix provides a high-level organization chart.



*Organization chart current as of September 1, 2018.



*Organization chart current as of September 1, 2018.

Continued on next page

APPENDIX B - REAFFIRMATION LETTER

Borough of Manhattan CC

This Appendix contains a copy of the Re-affirmation Letter distributed this past Plan Year.

BMCC
Office of the President

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
New York, NY 10007-1097
tel. 212-220-1230
fax 212-220-1244

To: Campus Community
From: President Antonio Pérez
Date: August 23, 2018
Re: Reaffirmation of Commitment to Affirmative Action/Equal Opportunity, Diversity, and Inclusion

The City University of New York (CUNY) and the Borough of Manhattan Community College (BMCC) maintain a strong commitment to diversity and equal opportunity. BMCC prides itself on its diverse community and remains fully committed to maintaining an inclusive educational and work environment. I strongly reaffirm BMCC's commitment to the principles of affirmative action, equal opportunity, diversity, and inclusion at the college. It is my personal belief that BMCC is enriched by the diversity of perspectives and ideas represented at BMCC.

CUNY's Policy on Equal Opportunity and Nondiscrimination, 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 assigned the responsibility for the implementation and monitoring of our compliance program to 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 B. 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 would like additional information or if you have a complaint of unlawful discrimination, unlawful harassment, sexual harassment, or retaliation, 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 (www.bmcc.cuny.edu or www.cuny.edu) to learn more about our policies pertaining to unlawful discrimination and harassment, sexual harassment, and retaliation. Information about relevant CUNY policies, including external agencies handling complaints of unlawful discrimination and harassment, can be located at http://www.bmcc.cuny.edu/aac/page.jsp?pid=1003&n=Policies.

Thank you for your continued support for our affirmative action, equal opportunity, diversity, and inclusion programs at BMCC.

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. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Titles added to CUNY's job system in the past year are listed at the end of this Appendix.

Individuals in the Chief Executive role are not included in this report.

Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is an external Labor Market measure. Availabiity factors for all groups, including Italian Americans, are detailed here. The weighting of external factors is identical for all groups. LMA Factor 2 is an internal factor (i.e., employees eligible for promotion into the group).

Full Time Employee Count: 1,415

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

Title(s)	Employee(s)
Administrator	1
Assc Administrator	1
Assc Dean	1
Asst Administrator	3
Asst Dean	1
Asst Vice President	1
Dean	5
Sr Vice President	1
Vice President	6

Administration 2 (Manager)

Employee Count: 108

Manager-Level Administrators

Labor Market Availability Factors

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

Title(s)	Employee(s)
EOC HE Associate	1
EOC HE Officer	4
HE Associate	64
HE Officer	39

Category: Executive/Administrative/Managerial

Facility Manager

Employee Count: 3

Facility Superintendents (Managerial)

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

Labor Market Availability Factors

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

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

IT Computer Manager

Employee Count: 1

Information Technology Managers (Managerial)

Labor Market Availability Factors

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

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

Category: Executive/Administrative/Managerial

Security Manager

Employee Count: 6

Campus Security Managers (Managerial)

Labor Market Availability Factors

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

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

Category: Professional Faculty

Faculty-Developmental

Employee Count: 38

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

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

Title(s)	Employee(s)
CLIP Instructor	10
CUNY Start Instructor	17
EOC Lecturer	9
EOC Lecturer Doc Sched	2

Faculty-Instructor

Employee Count: 25

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

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

Title(s)	Employee(s)
Instructor	25

Category: Professional Faculty

Faculty-Lecturer

Employee Count: 76

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

Title(s)	Employee(s)
Lecturer	71
Lecturer Doct Sch	5

Faculty-Professorial

Employee Count: 474

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians). Tenure-eligible faculty for whom a terminal degree is a minimum qualification. Graduate Center faculty are evaluated against a more experienced cohort.

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

Title(s)	Employee(s)
Assc Professor	149
Asst Professor	215
Instructor	1
Lecturer	1
Professor	108

Category: Professional Non-Faculty

Accountant

Employee Count: 3

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.

Title(s)	Employee(s)
Finance Accountant	1
Purchasing Agent	2

Administration 3 (Professional)

Employee Count: 234

Administrators (Professionals)

Labor Market Availability Factors

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

Title(s)	Employee(s)
Asst to HEO	86
EOC Assistant to HEO	10
EOC HE Assistant	4
HE Assistant	133
Research Asst	1

Category: Professional Non-Faculty

Disability Accomm. Specl

Employee Count: 1

Disability Accommodation Specialists

Labor Market Availability Factors

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

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

IT Computer Professional

Employee Count: 28

Information Technology Professionals

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

Labor Market Availability Factors

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

Title(s)	Employee(s)
IT Associate	4
IT Asst	14
IT Bus Data Rep Analyst	5
IT Sr Associate	5

Category: Professional Non-Faculty

Nurse

Employee Count: 1

Nurses

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit within CUNY has a minimum of five employees, no availability was calculated
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: 18

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Asst Purchasing Agent	3
EOC Accounting Assistant	2
Finance Accountant Asst	13

Administrative Assistant

Employee Count: 10

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).

Title(s)	Employee(s)
CUNY Admin Asst	10

Category: Administrative Support Workers

Mail Services Worker

Employee Count: 6

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
EOC Mail Message Svcs Worker	2
Mail Message Svcs Worker	4

Office Assistant

Employee Count: 90

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)
1-Ext Italian-Amer.		2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860); 100% First Ancestry and 50% Second Ancestry for Italian Americans
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
CUNY Office Assistant	80
EOC Office Assistant	10

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 37

College Laboratory Technicians (abbrev 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%	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%
1-Ext Italian-Amer.		2007-2011 American Community Survey (ACS) 4-State (NY/NJ/CT/PA); 100% First Ancestry and 50% Second Ancestry for Italian Americans, weighted by function
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
College Lab Tech	21
EOC College Lab Tech	2
Sr College Lab Tech	14

Broadcast/Media

Employee Count: 1

Broadcast and Mass Media Technicians

Labor Market Availability Factors

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

Title(s)	Employee(s)
Broadcast Assc	1

Category: Technicians

Engineering Technician

Employee Count: 1

Engineering and Architectural Technicians

Labor Market Availability Factors

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

Title(s)	Employee(s)
Facilities Coord	1

IT Support Technician

Employee Count: 5

IT Technical Support Workers

In 2017, split from the Professional IT Staff

Labor Market Availability Factors

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

Title(s)	Employee(s)
IT Support Asst	5

Category: Technicians

Print Shop

Employee Count: 10

Print Shop and Related Tech Workers

Labor Market Availability Factors

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

Title(s)	Employee(s)
Graphics Designer	2
Print Shop Assistant	6
Print Shop Associate	1
Print Shop Coordinator	1

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 5

Buildings and Grounds Workers

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

Labor Market Availability Factors

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

Title(s)	Employee(s)
Maintenance Worker	5

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

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

Category: Craft Workers

Skilled Trades

Employee Count: 48

Skilled Tradespeople

Labor Market Availability Factors

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

Title(s)	Employee(s)
Carpenter	7
Electrician	7
Locksmith	2
Oiler	12
Painter	5
Plumber	3
Stationary Engineer	10
Thermostat Repairer	2

Skilled Trades-Supervisor

Employee Count: 2

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.

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

Category: Service Workers and Others

Campus Peace Officer-Level 1

Employee Count: 68

Campus Security-Entry Level Staff

Labor Market Availability Factors

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

Title(s)	Employee(s)
Campus Peace Officer	35
Campus Security Asst	33

Campus Peace Officer-Level 2

Employee Count: 3

Campus Security-Mid Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Survey Spring 2011 - Permanent Campus Peace/Security Officer Level 1 - The Campus Peace/Security Officer Level 2 title is strictly promotional from the Permanent Campus Peace/Security Officer Level 1 title with years of service requirement.

Title(s)	Employee(s)
Campus Peace Officer	3

Category: Service Workers and Others

Campus Peace Officer-Sergeant

Employee Count: 11

Campus Security Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
1-Ext Italian-Amer.		Internal Only
2-Internal (all groups)	100.00%	CUNY Permanent Campus Peace Officer Level 1 and 2

Title(s)	Employee(s)
Campus Pub Safety Sergeant	11

Custodial

Employee Count: 56

Custodians-Entry Level

Labor Market Availability Factors

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

Title(s)	Employee(s)
Custodial Assistant	56

Category: Service Workers and Others

Custodial Supervisor

Employee Count: 16

Custodial Supervisors

Labor Market Availability Factors

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

Title(s)	Employee(s)
Custodial Asst Principal Supv	2
Custodial Principal Supv	2
Custodial Sr Supervisor	2
Custodial Supervisor	10

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

Note: In the 2017-2018 Academic Year, CUNY added the titles listed below (not all are used at the College).

Job Code	Title Name	Job Group
200444	University Senior Vice Chancellor for Design and Construction	Administration 1 (Executives)
200544	University Associate Vice Chancellor for Research	Administration 1 (Executives)
200545	Exec Dir Labor Relations-Assistant Administrator	Administration 1 (Executives)
200546	Dean School Prof Stds-Senior University Dean	Administration 1 (Executives)
200547	University Associate Vice Chancellor for Academic Strategy	Administration 1 (Executives)
200548	University Executive Director of Procurement	Administration 1 (Executives)
200549	Associate Dean Research	Administration 1 (Executives)
200550	University Assistant Vice Chancellor Academic Affairs	Administration 1 (Executives)
200551	University Deputy Secretary to the Board-University Associate Administrator	Administration 1 (Executives)
200552	Exec Chief Librarian - Dean	Administration 1 (Executives)
200553	University Executive Director of Technology Strategy-University Administrator	Administration 1 (Executives)
200554	University Vice Chancellor University Advancement	Administration 1 (Executives)
200555	University Associate Vice Chancellor for Academic Affairs	Administration 1 (Executives)
200556	Assistant Dean Institutional Research and Strategic Planning	Administration 1 (Executives)
200557	University Assistant Vice Chancellor Enrollment Management	Administration 1 (Executives)
200558	Assistant VP Enroll Management Student Success	Administration 1 (Executives)
200559	University Dean Health and Human Services	Administration 1 (Executives)
200560	Dean School of Labor and Urban Studies	Administration 1 (Executives)
200561	Executive Director Financial Services-AstAdm	Administration 1 (Executives)
400697	Associate Legal Counsel-Higher Education Officer	Administration 2 (Managers)
500086	Elevator Mechanic (previous title re-activated)	Skilled Trades
500282	University Senior Payroll Analyst 1	Accountant Assistant
500283	University Senior Payroll Analyst 2	Accountant Assistant
200564	Univ Exec Gen Counsel-Uadm	Administration 1 (Executives)

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 there are 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	9	10	2	4	3	2
Underutilized (Yes/No)						
Number Underutilized						
Actual Utilization Percent	45.0%	50.0%	10.0%	20.0%	15.0%	10.0%
Labor Market Avail. Percent	49.3%	29.7%	8.5%	11.1%	8.9%	6.9%

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: 108

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	65	15	31	18	7
Underutilized (Yes/No)						Y
Number Underutilized						2
Actual Utilization Percent	65.7%	60.2%	13.9%	28.7%	16.7%	6.5%
Labor Market Avail. Percent	59.9%	41.4%	10.6%	16.3%	13.5%	8.6%

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	2	2	0
Underutilized (Yes/No)	Y		Y			Y
Number Underutilized	2		0			1
Actual Utilization Percent	0.0%	66.7%	0.0%	33.3%	33.3%	0.0%
Labor Market Avail. Percent	28.4%	66.7%	7.1%	28.1%	29.3%	12.2%

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

Category: Professional Non-Faculty

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

Description: Administrators (Professionals)

Full-Time Employees: 234

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	161	177	28	88	51	7
Underutilized (Yes/No)						Y
Number Underutilized						20
Actual Utilization Percent	68.8%	75.6%	12.0%	37.6%	21.8%	3.0%
Labor Market Avail. Percent	61.1%	37.6%	9.6%	14.3%	12.0%	11.5%

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: 28

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	25	9	5	10	0
Underutilized (Yes/No)	Y					Y
Number Underutilized	4					3
Actual Utilization Percent	10.7%	89.3%	32.1%	17.9%	35.7%	0.0%
Labor Market Avail. Percent	26.4%	33.6%	19.7%	7.1%	5.4%	12.1%

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

Category: Administrative Support Workers

Job Group: **Accountant Assistant**

Description: Accounting Support Staff

Full-Time Employees: 18

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	16	16	3	10	3	0
Underutilized (Yes/No)						Y
Number Underutilized						3
Actual Utilization Percent	88.9%	88.9%	16.7%	55.6%	16.7%	0.0%
Labor Market Avail. Percent	50.8%	26.7%	11.8%	7.8%	5.9%	16.0%

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: 10

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	10	8	1	5	2	1
Underutilized (Yes/No)					Y	
Number Underutilized					1	
Actual Utilization Percent	100.0%	80.0%	10.0%	50.0%	20.0%	10.0%
Labor Market Avail. Percent	91.1%	74.0%	8.0%	38.1%	27.0%	5.4%

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: 90

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	79	80	9	35	31	3
Underutilized (Yes/No)						Y
Number Underutilized						12
Actual Utilization Percent	87.8%	88.9%	10.0%	38.9%	34.4%	3.3%
Labor Market Avail. Percent	89.9%	26.5%	3.7%	11.6%	9.8%	16.7%

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: 6

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	6	1	2	3	0
Underutilized (Yes/No)	Y					Y
Number Underutilized	2					1
Actual Utilization Percent	0.0%	100.0%	16.7%	33.3%	50.0%	0.0%
Labor Market Avail. Percent	41.5%	42.7%	4.9%	19.2%	16.9%	11.6%

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

Category: Craft Workers

Job Group: **Basic Crafts-Buildings and Grounds**

Description: Buildings and Grounds Workers

Full-Time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	0	2	0	1	1	1
Underutilized (Yes/No)	Y		Y		Y	
Number Underutilized	1		0		0	
Actual Utilization Percent	0.0%	40.0%	0.0%	20.0%	20.0%	20.0%
Labor Market Avail. Percent	20.0%	42.4%	2.3%	12.6%	26.0%	9.6%

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	6	3	0
Underutilized (Yes/No)	Y					Y
Number Underutilized	2					1
Actual Utilization Percent	0.0%	100.0%	10.0%	60.0%	30.0%	0.0%
Labor Market Avail. Percent	17.0%	33.7%	2.6%	11.6%	18.2%	10.7%

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: 48

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	16	2	4	10	2
Underutilized (Yes/No)	Y					Y
Number Underutilized	1					5
Actual Utilization Percent	0.0%	33.3%	4.2%	8.3%	20.8%	4.2%
Labor Market Avail. Percent	2.5%	29.7%	2.6%	7.0%	18.7%	13.7%

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

Category: Technicians

Job Group: **IT Support Technician**

Description: IT Technical Support Workers

Full-Time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
Number of Employees	2	5	1	1	3	0
Underutilized (Yes/No)						Y
Number Underutilized						1
Actual Utilization Percent	40.0%	100.0%	20.0%	20.0%	60.0%	0.0%
Labor Market Avail. Percent	29.0%	32.6%	10.4%	11.7%	9.0%	14.6%

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: 10

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	5	9	3	2	4	0
Underutilized (Yes/No)						Y
Number Underutilized						1
Actual Utilization Percent	50.0%	90.0%	30.0%	20.0%	40.0%	0.0%
Labor Market Avail. Percent	28.9%	33.9%	6.5%	9.0%	16.6%	10.4%

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

Category: Service Workers and Others

Job Group: **Campus Peace Officer-Sergeant**

Description: Campus Security Supervisors

Full-Time Employees: 11

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	4	11	0	6	5	0
Underutilized (Yes/No)			Y			Y
Number Underutilized			1			0
Actual Utilization Percent	36.4%	100.0%	0.0%	54.5%	45.5%	0.0%
Labor Market Avail. Percent	22.6%	85.9%	6.1%	55.1%	23.8%	1.5%

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

Category: Service Workers and Others

Job Group: **Campus Peace Officer-Level 1**

Description: Campus Security-Entry Level Staff

Full-Time Employees: 68

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer
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	19	62	12	40	9	0
Underutilized (Yes/No)					Y	Y
Number Underutilized					11	8
Actual Utilization Percent	27.9%	91.2%	17.6%	58.8%	13.2%	0.0%
Labor Market Avail. Percent	28.4%	66.7%	7.1%	28.1%	29.3%	12.2%

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: 16

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	15	0	11	4	0
Underutilized (Yes/No)	Y		Y			Y
Number Underutilized	2		0			2
Actual Utilization Percent	18.8%	93.8%	0.0%	68.8%	25.0%	0.0%
Labor Market Avail. Percent	29.0%	40.0%	2.4%	13.8%	22.1%	11.8%

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: 56

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	21	54	3	19	32	1
Underutilized (Yes/No)						Y
Number Underutilized						4
Actual Utilization Percent	37.5%	96.4%	5.4%	33.9%	57.1%	1.8%
Labor Market Avail. Percent	27.3%	48.9%	2.8%	15.6%	28.8%	8.4%

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

Borough of Manhattan CC

Appendix E-2 presents utilization and underutlization for College Laboratory Technicians, by general discipline and by protected demographic group. A group is displayed only when there are five or more employees 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 Employeees	7	16	5	6	5	1
Underutilized (Yes/No)						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%	30.0%	12.9%	8.0%	7.0%	12.5%

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
10387	office of Academic Affairs
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 Employeees	6	12	0	6	6	0
Underutilized (Yes/No)			Y			Y
Number Underutilized			1			1
Actual Utilization Percent	35.3%	70.6%	0.0%	35.3%	35.3%	0.0%
Labor Market Avail. Percent	39.2%	23.9%	4.4%	5.2%	13.7%	8.0%

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 there are five or more faculty 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: 474

	Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	264	209	67	75	61	25
Underutilized (Y/N)						
Number Underutilized						
Actual Utilization Percent	55.7%	44.1%	14.1%	15.8%	12.9%	5.3%
Labor Market Avail. Percent	50.1%	24.4%	7.3%	9.6%	5.8%	5.5%

Job Group **Faculty-Lecturer**
Total Faculty: 76

	Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	39	40	8	24	8	3
Underutilized (Y/N)						Y
Number Underutilized						5
Actual Utilization Percent	51.3%	52.6%	10.5%	31.6%	10.5%	3.9%
Labor Market Avail. Percent	60.5%	26.2%	7.3%	7.5%	9.6%	9.9%

Job Group **Faculty-Instructor**
Total Faculty: 25

	Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	7	13	2	7	3	2
Underutilized (Y/N)	Y					Y
Number Underutilized	7					2
Actual Utilization Percent	28.0%	52.0%	8.0%	28.0%	12.0%	8.0%
Labor Market Avail. Percent	57.0%	30.1%	7.3%	9.8%	10.4%	14.7%

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

Job Group **Faculty-Developmental**
Total Faculty: 38

	Utilization Report					
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**	**Italian American**
Number of Faculty	25	21	3	13	5	0
Underutilized (Y/N)						Y
Number Underutilized						4
Actual Utilization Percent	65.8%	55.3%	7.9%	34.2%	13.2%	0.0%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%	9.9%

APPENDIX F - SUMMARY OF PERSONNEL ACTIVITY

Borough of Manhattan CC

This Appendix provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender.

Index to Personnel Actions

Action Type	Description
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 individuals appointed through Civil Service Transfer Rosters.
Left to Advance to Higher Group + Advanced from a Lower	Employee took a new job that represents a career advancement. This is counted as a hire in the new group and a separation in the old group.
Left Faculty to Move to Executives + Joined Executives from Faculty	A faculty member left a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment.
Left Executives to Return to Faculty + Joined Faculty from Executives	A faculty member returned to a faculty appointment after serving in Executive ranks.
Left Group-Other + Transferred from Other Group	Other change in Job Group where there is no stated or implied career advancement.
Separation or Separation within Plan Year	Employee left employment in the College. If occurred within single Plan Year, may be counted as both a Hire and Separation from the same Job Group.
Advanced Within Group	Employee took a higher title (or higher level of the same job title) within the same group.
Title Change Within Group-Other	Employee took another title within the same job group with no stated or implied career advancement.
Awarded Tenure	Awarded Tenure or CCE following a review process.
Hired with Tenure	Granted tenure upon initial hire, generally due to having a tenured status at a previous institution.
Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment (was not counted in the Census).

Campus Summary-All Groups

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	28	175		155	4	15	1	-	(147)		(127)	(15)	(4)	(1)	-	50	
Male	10	78	45%	68	3	7	-	-	(68)	46%	(58)	(7)	(3)	-	-	20	40%
Female	18	97	55%	87	1	8	1	-	(79)	54%	(69)	(8)	(1)	(1)	-	30	60%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	17	118	67%	102	3	12	1	-	(101)	69%	(85)	(12)	(3)	(1)	-	30	60%
Asian	2	21	12%	18	-	3	-	-	(19)	13%	(16)	(3)	-	-	-	7	14%
Black	14	59	34%	50	2	6	1	-	(45)	31%	(36)	(6)	(2)	(1)	-	13	26%
Hispanic	(1)	34	19%	30	1	3	-	-	(35)	24%	(31)	(3)	(1)	-	-	9	18%
Other Minority	2	4	2%	4	-	-	-	-	(2)	1%	(2)	-	-	-	-	1	2%
Italian-American	1	5	3%	5	-	-	-	-	(4)	3%	(4)	-	-	-	-	2	4%
White (Not Ital)	10	52	30%	48	1	3	-	-	(42)	29%	(38)	(3)	(1)	-	-	18	36%
All White	11	57	33%	53	1	3	-	-	(46)	31%	(42)	(3)	(1)	-	-	20	40%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	3	2%	2	-	1	-	-	(3)	2%	(2)	(1)	-	-	-	-	0%
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	(1)	1%	(1)	-	-	-	-	-	0%

Job Group Summary

Accountant Assistant

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	3	3		2	-	-	1	-	-		-	-	-	-	-	-	
Male	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Female	3	3	100%	2	-	-	1	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	3	3	100%	2	-	-	1	-	-	0%	-	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	3	3	100%	2	-	-	1	-	-	0%	-	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Administration 2 (Managers)

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	10	26		20	-	6	-	-	(16)		(16)	-	-	-	-	-	
Male	4	9	35%	6	-	3	-	-	(5)	31%	(5)	-	-	-	-	-	0%
Female	6	17	65%	14	-	3	-	-	(11)	69%	(11)	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	9	19	73%	13	-	6	-	-	(10)	63%	(10)	-	-	-	-	-	0%
Asian	(1)	3	12%	2	-	1	-	-	(4)	25%	(4)	-	-	-	-	-	0%
Black	3	7	27%	4	-	3	-	-	(4)	25%	(4)	-	-	-	-	-	0%
Hispanic	7	8	31%	6	-	2	-	-	(1)	6%	(1)	-	-	-	-	-	0%
Other Minority	-	1	4%	1	-	-	-	-	(1)	6%	(1)	-	-	-	-	-	0%
Italian-American	(1)	1	4%	1	-	-	-	-	(2)	13%	(2)	-	-	-	-	-	0%
White (Not Ital)	2	6	23%	6	-	-	-	-	(4)	25%	(4)	-	-	-	-	-	0%
All White	1	7	27%	7	-	-	-	-	(6)	38%	(6)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	(1)	6%	(1)	-	-	-	-	-	0%

Job Group Summary

Administration 3 (Professional)

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	17	48		45	-	3	-	-	(31)		(25)	(6)	-	-	-	7	
Male	5	16	33%	15	-	1	-	-	(11)	35%	(8)	(3)	-	-	-	3	43%
Female	12	32	67%	30	-	2	-	-	(20)	65%	(17)	(3)	-	-	-	4	57%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	10	33	69%	30	-	3	-	-	(23)	74%	(17)	(6)	-	-	-	6	86%
Asian	4	7	15%	6	-	1	-	-	(3)	10%	(2)	(1)	-	-	-	2	29%
Black	5	16	33%	14	-	2	-	-	(11)	35%	(8)	(3)	-	-	-	2	29%
Hispanic	(1)	8	17%	8	-	-	-	-	(9)	29%	(7)	(2)	-	-	-	2	29%
Other Minority	2	2	4%	2	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	3	3	6%	3	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	4	12	25%	12	-	-	-	-	(8)	26%	(8)	-	-	-	-	1	14%
All White	7	15	31%	15	-	-	-	-	(8)	26%	(8)	-	-	-	-	1	14%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	(1)	-	0%	-	-	-	-	-	(1)	3%	(1)	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Administration 4 (College Lab Tech)

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	-	2		2	-	-	-	-	(2)		(2)	-	-	-	-	1	
Male	(1)	1	50%	1	-	-	-	-	(2)	100%	(2)	-	-	-	-	1	100%
Female	1	1	50%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(1)	1	50%	1	-	-	-	-	(2)	100%	(2)	-	-	-	-	1	100%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	100%
Hispanic	(1)	1	50%	1	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	1	1	50%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	1	1	50%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Campus Peace Officer-Level 1

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	14		14	-	-	-	-	(13)		(13)	-	-	-	-	3	
Male	(2)	9	64%	9	-	-	-	-	(11)	85%	(11)	-	-	-	-	1	33%
Female	3	5	36%	5	-	-	-	-	(2)	15%	(2)	-	-	-	-	2	67%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	1	11	79%	11	-	-	-	-	(10)	77%	(10)	-	-	-	-	3	100%
Asian	-	1	7%	1	-	-	-	-	(1)	8%	(1)	-	-	-	-	1	33%
Black	-	6	43%	6	-	-	-	-	(6)	46%	(6)	-	-	-	-	2	67%
Hispanic	-	3	21%	3	-	-	-	-	(3)	23%	(3)	-	-	-	-	-	0%
Other Minority	1	1	7%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	3	21%	3	-	-	-	-	(3)	23%	(3)	-	-	-	-	-	0%
All White	-	3	21%	3	-	-	-	-	(3)	23%	(3)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

CUNY Office Assistant

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(2)	9		9	-	-	-	-	(11)		(8)	(2)	-	(1)	-	-	
Male	(1)	1	11%	1	-	-	-	-	(2)	18%	(2)	-	-	-	-	-	0%
Female	(1)	8	89%	8	-	-	-	-	(9)	82%	(6)	(2)	-	(1)	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(2)	8	89%	8	-	-	-	-	(10)	91%	(7)	(2)	-	(1)	-	-	0%
Asian	1	2	22%	2	-	-	-	-	(1)	9%	(1)	-	-	-	-	-	0%
Black	(1)	5	56%	5	-	-	-	-	(6)	55%	(3)	(2)	-	(1)	-	-	0%
Hispanic	(2)	1	11%	1	-	-	-	-	(3)	27%	(3)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	1	11%	1	-	-	-	-	(1)	9%	(1)	-	-	-	-	-	0%
All White	-	1	11%	1	-	-	-	-	(1)	9%	(1)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Custodial Supervisor

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	2		1	-	1	-	-	(1)		(1)	-	-	-	-	-	
Male	1	2	100%	1	-	1	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	-	1	50%	-	-	1	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	1	50%	-	-	1	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	1	1	50%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	1	1	50%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Custodial

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(6)	-		-	-	-	-	-	(6)		(5)	(1)	-	-	-	-	
Male	(4)	-	0%	-	-	-	-	-	(4)	67%	(3)	(1)	-	-	-	-	0%
Female	(2)	-	0%	-	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(6)	-	0%	-	-	-	-	-	(6)	100%	(5)	(1)	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	(3)	-	0%	-	-	-	-	-	(3)	50%	(2)	(1)	-	-	-	-	0%
Hispanic	(3)	-	0%	-	-	-	-	-	(3)	50%	(3)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Facility Manager

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	-		-	-	-	-	-	(1)		(1)	-	-	-	-	-	
Male	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Asian	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Faculty-Developmental

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	7		7	-	-	-	-	(6)		(6)	-	-	-	-	-	
Male	1	2	29%	2	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
Female	-	5	71%	5	-	-	-	-	(5)	83%	(5)	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	-	5	71%	5	-	-	-	-	(5)	83%	(5)	-	-	-	-	-	0%
Asian	(1)	-	0%	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
Black	2	4	57%	4	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
Hispanic	(1)	1	14%	1	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	(1)	-	0%	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
White (Not Ital)	2	2	29%	2	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	1	2	29%	2	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Faculty-Instructor

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(5)	10		9	-	1	-	-	(15)		(10)	(2)	(3)	-	-	-	
Male	3	8	80%	8	-	-	-	-	(5)	33%	(3)	-	(2)	-	-	-	0%
Female	(8)	2	20%	1	-	1	-	-	(10)	67%	(7)	(2)	(1)	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(3)	5	50%	4	-	1	-	-	(8)	53%	(5)	(1)	(2)	-	-	-	0%
Asian	1	2	20%	1	-	1	-	-	(1)	7%	(1)	-	-	-	-	-	0%
Black	1	3	30%	3	-	-	-	-	(2)	13%	(1)	-	(1)	-	-	-	0%
Hispanic	(4)	-	0%	-	-	-	-	-	(4)	27%	(2)	(1)	(1)	-	-	-	0%
Other Minority	(1)	-	0%	-	-	-	-	-	(1)	7%	(1)	-	-	-	-	-	0%
Italian-American	1	1	10%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	(3)	4	40%	4	-	-	-	-	(7)	47%	(5)	(1)	(1)	-	-	-	0%
All White	(2)	5	50%	5	-	-	-	-	(7)	47%	(5)	(1)	(1)	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Faculty-Lecturer

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	5		2	3	-	-	-	(6)		(5)	(1)	-	-	-	2	
Male	3	4	80%	2	2	-	-	-	(1)	17%	(1)	-	-	-	-	1	50%
Female	(4)	1	20%	-	1	-	-	-	(5)	83%	(4)	(1)	-	-	-	1	50%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(1)	3	60%	1	2	-	-	-	(4)	67%	(3)	(1)	-	-	-	-	0%
Asian	(1)	-	0%	-	-	-	-	-	(1)	17%	-	(1)	-	-	-	-	0%
Black	1	2	40%	1	1	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
Hispanic	(1)	1	20%	-	1	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	2	40%	1	1	-	-	-	(2)	33%	(2)	-	-	-	-	2	100%
All White	-	2	40%	1	1	-	-	-	(2)	33%	(2)	-	-	-	-	2	100%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Faculty-Professorial

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	7	32		30	-	2	-	-	(25)		(25)	-	-	-	-	37	
Male	1	11	34%	11	-	-	-	-	(10)	40%	(10)	-	-	-	-	14	38%
Female	6	21	66%	19	-	2	-	-	(15)	60%	(15)	-	-	-	-	23	62%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	4	17	53%	16	-	1	-	-	(13)	52%	(13)	-	-	-	-	20	54%
Asian	1	4	13%	4	-	-	-	-	(3)	12%	(3)	-	-	-	-	4	11%
Black	4	9	28%	9	-	-	-	-	(5)	20%	(5)	-	-	-	-	8	22%
Hispanic	(1)	4	13%	3	-	1	-	-	(5)	20%	(5)	-	-	-	-	7	19%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	3%
Italian-American	(1)	-	0%	-	-	-	-	-	(1)	4%	(1)	-	-	-	-	2	5%
White (Not Ital)	4	15	47%	14	-	1	-	-	(11)	44%	(11)	-	-	-	-	15	41%
All White	3	15	47%	14	-	1	-	-	(12)	48%	(12)	-	-	-	-	17	46%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	(1)	-	0%	-	-	-	-	-	(1)	4%	(1)	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

IT Computer Professional

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	2	5		5	-	-	-	-	(3)		(3)	-	-	-	-	-	
Male	1	4	80%	4	-	-	-	-	(3)	100%	(3)	-	-	-	-	-	0%
Female	1	1	20%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	3	5	100%	5	-	-	-	-	(2)	67%	(2)	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	(1)	1	20%	1	-	-	-	-	(2)	67%	(2)	-	-	-	-	-	0%
Hispanic	4	4	80%	4	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	(1)	-	0%	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	0%
All White	(1)	-	0%	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

IT Support Technician

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	-		-	-	-	-	-	(1)		(1)	-	-	-	-	-	
Male	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Asian	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Laborers and Helpers

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(2)	-		-	-	-	-	-	(2)		(1)	(1)	-	-	-	-	
Male	(2)	-	0%	-	-	-	-	-	(2)	100%	(1)	(1)	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	(2)	-	0%	-	-	-	-	-	(2)	100%	(1)	(1)	-	-	-	-	0%
All White	(2)	-	0%	-	-	-	-	-	(2)	100%	(1)	(1)	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Print Shop

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	2	3		3	-	-	-	-	(1)		-	(1)	-	-	-	-	
Male	1	2	67%	2	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
Female	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	2	3	100%	3	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
Asian	1	2	67%	2	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
Black	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Security Manager

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	-		-	-	-	-	-	(1)		(1)	-	-	-	-	-	
Male	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Skilled Trades

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	4	8		6	1	1	-	-	(4)		(3)	(1)	-	-	-	-	
Male	4	8	100%	6	1	1	-	-	(4)	100%	(3)	(1)	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	2	4	50%	3	1	-	-	-	(2)	50%	(2)	-	-	-	-	-	0%
Asian	(1)	-	0%	-	-	-	-	-	(1)	25%	(1)	-	-	-	-	-	0%
Black	1	1	13%	-	1	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	2	3	38%	3	-	-	-	-	(1)	25%	(1)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	2	4	50%	3	-	1	-	-	(2)	50%	(1)	(1)	-	-	-	-	0%
All White	2	4	50%	3	-	1	-	-	(2)	50%	(1)	(1)	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	(1)	-	0%	-	-	-	-	-	(1)	25%	-	(1)	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary

Skilled Trades-Supervisor

		NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	1		-	-	1	-	-	(2)		(1)	-	(1)	-	-	-	
Male	(1)	1	100%	-	-	1	-	-	(2)	100%	(1)	-	(1)	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(1)	-	0%	-	-	-	-	-	(1)	50%	-	-	(1)	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	(1)	-	0%	-	-	-	-	-	(1)	50%	-	-	(1)	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	-	1	100%	-	-	1	-	-	(1)	50%	(1)	-	-	-	-	-	0%
All White	-	1	100%	-	-	1	-	-	(1)	50%	(1)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	1	1	100%	-	-	1	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Tenure Report (Italian American Plan)
By Department and Title

Department and Title	Female	Male	Total Minority Status					Total Minority Status Total	Not Minority Status		Not Minority Status Total	Grand Total
			Asian/Nat Haw/ Oth Pac Isl	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic /Latino	Other		Italian American	White		
Gained Tenure			**2**		**3**	**3**	**1**	**9**	**2**	**3**	**5**	**14**
Academic Literacy & Linguistic						**1**		**1**		**1**	**1**	**2**
Assc Professor	1					1		1				1
Lecturer		1								1	1	1
English Language/Literatures							**1**	**1**		**1**	**1**	**2**
Assc Professor	2						1	1		1	1	2
Mathematics									**1**		**1**	**1**
Asst Professor		1							1		1	1
Modern Languages & Literatures						**1**		**1**	**1**		**1**	**2**
Assc Professor	1	1				1		1	1		1	2
Nursing					**1**			**1**				**1**
Asst Professor	1				1			1				1
Science			**2**			**1**		**3**		**1**	**1**	**4**
Assc Professor	2	2	2			1		3		1	1	4
Social Science					**2**			**2**				**2**
Asst Professor		2			2			2				2
Gained Tenure in Lecturer Title				**1**				**1**				**1**
Mathematics				**1**				**1**				**1**
Instructor	1			1				1				1
Grand Total	**8**	**7**	**2**	**1**	**3**	**3**	**1**	**10**	**2**	**3**	**5**	**15**

Tenure Report (Italian American Plan)
By Job Group and Title

Department and Title	Female	Male	Total Minority Status					Total Minority Status Total	Not Minority Status		Not Minority Status Total	Grand Total
			Asian/Nat Haw/ Oth Pac Isl	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Other		Italian American	White		
Gained Tenure	**7**	**7**	**2**		**3**	**3**	**1**	**9**	**2**	**3**	**5**	**14**
FAC-LECT		**1**								**1**	**1**	**1**
Lecturer		1								1	1	1
FAC-PROF	**7**	**6**	**2**		**3**	**3**	**1**	**9**	**2**	**2**	**4**	**13**
Assc Professor	6	3	2			3	1	6	1	2	3	9
Asst Professor	1	3			3			3	1		1	4
Gained Tenure in Lecturer Title	**1**			**1**				**1**				**1**
FAC-INST	**1**			**1**				**1**				**1**
Instructor	1			1				1				1
Grand Total	**8**	**7**	**2**	**1**	**3**	**3**	**1**	**10**	**2**	**3**	**5**	**15**

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, 2017 through May 31, 2018).

Job Group Summary

Administration 2 (Managers)

ADMIN2

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	4,750	4,750		338		27		27	
Male	1,459	1,459	31%	120	36%	9	33%	9	33%
Female	2,792	2,792	59%	179	53%	16	59%	16	59%
Other	496	496	10%	39	12%	2	7%	2	7%
Total Min	2,856	2,856	60%	162	48%	17	63%	17	63%
Asian	373	373	8%	29	9%	3	11%	3	11%
Black	1,459	1,459	31%	77	23%	7	26%	7	26%
Hispanic/Latino	844	844	18%	52	15%	6	22%	6	22%
Two or More	171	171	4%	4	1%	1	4%	1	4%
Italian American	154	154	3%	19	6%	2	7%	2	7%
White (Not Ital)	1,403	1,403	30%	129	38%	7	26%	7	26%
								-	
Unknown	337	337	7%	28	8%	1	4%	1	4%

Job Group Summary

Faculty-Professorial

FAC-PROF

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	1,734	1,734		250		23		23	
Male	685	685	40%	75	30%	8	35%	8	35%
Female	778	778	45%	137	55%	15	65%	15	65%
Other	270	270	16%	38	15%	-	0%	-	0%
Total Min	680	680	39%	122	49%	14	61%	14	61%
Asian	154	154	9%	29	12%	2	9%	2	9%
Black	245	245	14%	59	24%	7	30%	7	30%
Hispanic/Latino	225	225	13%	26	10%	4	17%	4	17%
Two or More	53	53	3%	8	3%	1	4%	1	4%
Italian American	95	95	5%	12	5%	1	4%	1	4%
White (Not Ital)	847	847	49%	96	38%	7	30%	7	30%
								-	
Unknown	112	112	6%	20	8%	1	4%	1	4%

Job Group Summary

Faculty-Instructor

FAC-INST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	1,628	1,628		168		16		16	
Male	739	739	45%	84	50%	9	56%	9	56%
Female	652	652	40%	70	42%	7	44%	7	44%
Other	233	233	14%	14	8%	-	0%	-	0%
Total Min	858	858	53%	93	55%	10	63%	10	63%
Asian	275	275	17%	44	26%	5	31%	5	31%
Black	261	261	16%	20	12%	2	13%	2	13%
Hispanic/Latino	283	283	17%	26	15%	3	19%	3	19%
Two or More	38	38	2%	3	2%	-	0%	-	0%
Italian American	46	46	3%	3	2%	-	0%	-	0%
White (Not Ital)	627	627	39%	64	38%	6	38%	6	38%
								-	
Unknown	97	97	6%	8	5%	-	0%	-	0%

Job Group Summary

Faculty-Lecturer

FAC-LECT

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	406	406		16		2		2	
Male	131	131	32%	5	31%	2	100%	2	100%
Female	230	230	57%	9	56%	-	0%	-	0%
Other	45	45	11%	2	13%	-	0%	-	0%
Total Min	170	170	42%	9	56%	1	50%	1	50%
Asian	35	35	9%	-	0%	-	0%	-	0%
Black	72	72	18%	6	38%	1	50%	1	50%
Hispanic/Latino	48	48	12%	2	13%	-	0%	-	0%
Two or More	15	15	4%	1	6%	-	0%	-	0%
Italian American	21	21	5%	-	0%	-	0%	-	0%
White (Not Ital)	183	183	45%	4	25%	-	0%	-	0%
								-	
Unknown	32	32	8%	3	19%	1	50%	1	50%

Job Group Summary

Accountant

Acct-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	44	44		13		1		1	
Male	22	22	50%	6	46%	-	0%	-	0%
Female	18	18	41%	5	38%	1	100%	1	100%
Other	4	4	9%	2	15%	-	0%	-	0%
Total Min	33	33	75%	9	69%	1	100%	1	100%
Asian	7	7	16%	1	8%	-	0%	-	0%
Black	15	15	34%	5	38%	1	100%	1	100%
Hispanic/Latino	9	9	20%	2	15%	-	0%	-	0%
Two or More	2	2	5%	1	8%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	10	10	23%	4	31%	-	0%	-	0%
								-	
Unknown	1	1	2%	-	0%	-	0%	-	0%

Job Group Summary

Administration 3 (Professional)

ADMIN3

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	12,310	12,309		601		64		64	
Male	3,349	3,349	27%	202	34%	20	31%	20	31%
Female	7,781	7,780	63%	370	62%	38	59%	38	59%
Other	1,179	1,179	10%	29	5%	6	9%	6	9%
Total Min	8,950	8,949	73%	407	68%	45	70%	45	70%
Asian	1,438	1,438	12%	54	9%	9	14%	9	14%
Black	4,244	4,244	34%	199	33%	22	34%	22	34%
Hispanic/Latino	2,841	2,840	23%	146	24%	13	20%	13	20%
Two or More	394	394	3%	6	1%	1	2%	1	2%
Italian American	275	275	2%	30	5%	4	6%	4	6%
White (Not Ital)	2,370	2,370	19%	122	20%	12	19%	12	19%
								-	
Unknown	715	715	6%	42	7%	3	5%	3	5%

Job Group Summary

IT Computer Professional

IT-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	305	305		14		4		4	
Male	201	201	66%	8	57%	3	75%	3	75%
Female	52	52	17%	5	36%	-	0%	-	0%
Other	52	52	17%	1	7%	1	25%	1	25%
Total Min	240	240	79%	12	86%	4	100%	4	100%
Asian	88	88	29%	2	14%	-	0%	-	0%
Black	75	75	25%	3	21%	1	25%	1	25%
Hispanic/Latino	69	69	23%	7	50%	3	75%	3	75%
Two or More	8	8	3%	-	0%	-	0%	-	0%
Italian American	7	7	2%	2	14%	-	0%	-	0%
White (Not Ital)	46	46	15%	-	0%	-	0%	-	0%
								-	
Unknown	12	12	4%	-	0%	-	0%	-	0%

Job Group Summary

Accountant Assistant

ACCT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	146	146		11		2		2	
Male	63	63	43%	3	27%	-	0%	-	0%
Female	66	66	45%	8	73%	2	100%	2	100%
Other	17	17	12%	-	0%	-	0%	-	0%
Total Min	112	112	77%	8	73%	2	100%	2	100%
Asian	23	23	16%	-	0%	-	0%	-	0%
Black	46	46	32%	6	55%	2	100%	2	100%
Hispanic/Latino	34	34	23%	2	18%	-	0%	-	0%
Two or More	9	9	6%	-	0%	-	0%	-	0%
Italian American	4	4	3%	-	0%	-	0%	-	0%
White (Not Ital)	23	23	16%	2	18%	-	0%	-	0%
								-	
Unknown	7	7	5%	1	9%	-	0%	-	0%

Job Group Summary

Laborers and Helpers

LABOR-HLPR

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	186	186		-		-		-	
Male	137	137	74%	-	0%	-	0%	-	0%
Female	3	3	2%	-	0%	-	0%	-	0%
Other	46	46	25%	-	0%	-	0%	-	0%
Total Min	128	128	69%	-	0%	-	0%	-	0%
Asian	4	4	2%	-	0%	-	0%	-	0%
Black	71	71	38%	-	0%	-	0%	-	0%
Hispanic/Latino	50	50	27%	-	0%	-	0%	-	0%
Two or More	2	2	1%	-	0%	-	0%	-	0%
Italian American	5	5	3%	-	0%	-	0%	-	0%
White (Not Ital)	39	39	21%	-	0%	-	0%	-	0%
								-	
Unknown	14	14	8%	-	0%	-	0%	-	0%

Job Group Summary

Skilled Trades

SKLTRD

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	304	304		27		6		6	
Male	232	232	76%	24	89%	6	100%	6	100%
Female	15	15	5%	2	7%	-	0%	-	0%
Other	57	57	19%	1	4%	-	0%	-	0%
Total Min	157	157	52%	17	63%	4	67%	4	67%
Asian	20	20	7%	1	4%	-	0%	-	0%
Black	65	65	21%	5	19%	1	17%	1	17%
Hispanic/Latino	62	62	20%	10	37%	3	50%	3	50%
Two or More	9	9	3%	1	4%	-	0%	-	0%
Italian American	21	21	7%	4	15%	1	17%	1	17%
White (Not Ital)	106	106	35%	6	22%	1	17%	1	17%
								-	
Unknown	20	20	7%	-	0%	-	0%	-	0%

Job Group Summary

Administration 4 (College Lab Tech)

ADMIN4

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	200	200		14		2		2	
Male	103	103	52%	10	71%	1	50%	1	50%
Female	68	68	34%	4	29%	1	50%	1	50%
Other	29	29	15%	-	0%	-	0%	-	0%
Total Min	165	165	83%	12	86%	1	50%	1	50%
Asian	91	91	46%	7	50%	-	0%	-	0%
Black	32	32	16%	1	7%	-	0%	-	0%
Hispanic/Latino	40	40	20%	4	29%	1	50%	1	50%
Two or More	2	2	1%	-	0%	-	0%	-	0%
Italian American	1	1	1%	-	0%	-	0%	-	0%
White (Not Ital)	26	26	13%	2	14%	1	50%	1	50%
								-	
Unknown	8	8	4%	-	0%	-	0%	-	0%

Job Group Summary

Print Shop

PRINT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	293	293		21		2		2	
Male	138	138	47%	11	52%	2	100%	2	100%
Female	98	98	33%	7	33%	-	0%	-	0%
Other	57	57	19%	3	14%	-	0%	-	0%
Total Min	213	213	73%	14	67%	2	100%	2	100%
Asian	50	50	17%	4	19%	1	50%	1	50%
Black	76	76	26%	5	24%	1	50%	1	50%
Hispanic/Latino	75	75	26%	5	24%	-	0%	-	0%
Two or More	10	10	3%	-	0%	-	0%	-	0%
Italian American	2	2	1%	-	0%	-	0%	-	0%
White (Not Ital)	57	57	19%	2	10%	-	0%	-	0%
								-	
Unknown	21	21	7%	5	24%	-	0%	-	0%

Job Group Summary

Custodial Supervisor

CUST-SUPV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	97	97		10		1		1	
Male	71	71	73%	7	70%	1	100%	1	100%
Female	12	12	12%	3	30%	-	0%	-	0%
Other	14	14	14%	-	0%	-	0%	-	0%
Total Min	82	82	85%	7	70%	-	0%	-	0%
Asian	5	5	5%	-	0%	-	0%	-	0%
Black	46	46	47%	6	60%	-	0%	-	0%
Hispanic/Latino	27	27	28%	1	10%	-	0%	-	0%
Two or More	4	4	4%	-	0%	-	0%	-	0%
Italian American	2	2	2%	-	0%	-	0%	-	0%
White (Not Ital)	4	4	4%	3	30%	1	100%	1	100%
								-	
Unknown	9	9	9%	-	0%	-	0%	-	0%