KINGSBOROUGH COMMUNITY COLLEGE
2018-2019 Affirmative Action Plan

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

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Office of Equal Opportunity & Diversity Management
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Please contact the Office of Equal Opportunity & Diversity Management listed above if you require assistance with reading this document due to a disability.

This plan is available for review at:
The Office of Equal Opportunity & Diversity Management – Suite E115
The Office of the President — Suite A226
The Office of the Provost and VP of Academic Affairs — Suite A218
The Office of Human Resources – Suite A201
The Library – L202

KINGSBOROUGH COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

CUNY THE GREATEST URBAN UNIVERSITY IN THE WORLD

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The Appendices follow this document and are numbered separately.

PART ONE: INTRODUCTION AND BACKGROUND

This report is the annual update of the Affirmative Action Plan (AAP) required by federal regulations:

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

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

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

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

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

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

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

Kingsborough serves approximately 20,940 students taking credit courses and another 22,000 students taking non-credit and continuing education courses.

Degrees offered:

Associate Degree programs are offered in—

- Accounting
- Biology
- Biotechnology
- Media Technology and Management
- Business Administration
- Chemical Dependency Counseling
- Chemistry
- Community Health
- Computer Information Systems
- Computer Science
- Criminal Justice
- Culinary Arts
- Early Childhood Education/Child Care
- Education Studies
- Engineering

Degrees offered cont'd:

- Exercise Science/Personal Training
- Fashion Design
- Fine Arts
- Graphic Design and Illustration
- Journalism and Print Media
- Liberal Arts
- Maritime Technology
- Mathematics
- Mental Health and Human Services
- Nursing
- Office Administration & Technology
- Physical Education, Recreation and Recreation Therapy
- Physical Therapist Assistant
- Physics
- Retail Merchandising
- Speech Communications
- Surgical Technology
- Theatre Arts
- Tourism & Hospitality
- Website Development and Administration

Certificates are offered in:

- Alcoholism & Substance Abuse Counseling
- Culinary Arts
- Exercise Science/Personal Training
- Maritime Technology: Deck Specialty
- Maritime Technology: Marine Mechanic
- Taxi/Limousine Services
- Medical Office Assistant

Departmental/discipline accreditation and accrediting organization (s):

KCC is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The Commission on Accreditation in Physical Therapy Education accredits the Physical Therapist Assistant Program. All academic programs are registered by the New York State Education Department. The College is a member of the American Association of Community Colleges (AACC), the American Council on Education (ACE), the League for Innovation in the Community College, the Association of Colleges and Universities in the State of New York, the Council of Higher Education Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.

HISTORY

- October 30, 1962 – Gustave G. Rosenberg, Chairman of the Board of Higher Education, appoints a committee, chaired by Ms. Gladys M. Dorman, to investigate the needs for another community college in Brooklyn. New York City Community College was already in existence in Brooklyn. The committee recommends the establishment of the community college. The Board of Higher Education accepts the recommendation and presents the recommendation to the Trustees of the State University of New York.
- September 12, 1963 – The State University of New York approves the establishment of Kingsborough Community College.
- January 17, 1964 – The City Planning Commission suggests 4 alternate sites as the possible location for Kingsborough Community College: Ebbets Field area, the Fulton Park area, the Atlantic Terminal renewal area, and the Stillwell Avenue-Belt Parkway area.
- April 20, 1964 – The City Planning Commission approves the establishment of Kingsborough Community College at Manhattan Beach against the wishes of its Chair, William F. R. Ballard.
- Jacob I. Hartstein, President, 1964 – 1969
- Fall of 1964 – The College admits its first class of 468 students served by 39 faculty members. In the absence of a college campus, the college opens at two locations: a former Public School 98 on Avenue Z in the Sheepshead Bay area and a Masonic Temple located at the corner of Clermont and Lafayette Avenues in Mid-Brooklyn. The former maritime station at Manhattan Beach, which was made available by the federal government, becomes the site for the permanent campus of Kingsborough Community College and replaces the two temporary locations.
- Spring of 1965 – A 60-acre tract of land is formally deeded to the Board of Higher Education. Two military classroom buildings are rehabilitated for classes.
- Fall of 1966 – Classes begin on the Manhattan Beach campus of Kingsborough Community College. Enrollments increase so rapidly that additional classroom facilities are needed, prompting the rental of space at the Manhattan Beach Jewish Center on West End Avenue.
- Joseph Shenker, Acting President 1969 – 1970
- Theodore Powell, President 1970 – 1971
- January 1968 – The Board of Higher Education approves the Master Plan for the Kingsborough Community College campus and architectural drawings are completed for the permanent campus. Construction of a series of eight temporary buildings is initiated to house classrooms, laboratories, a library, a cafeteria, offices, and a gymnasium. The temporary buildings are located in the northeast quadrant of the campus so as not to interfere with permanent construction.
- Fall of 1973-Completion of construction of the eight temporary buildings and groundbreaking occurs for Phase I of the New Campus Construction. US Senator Jacob Javits attends Land Grant ceremony at Kingsborough deeding six more acres of land to the college from the federal government.
- Leon M. Goldstein, President 1971 – 1999
- 1980 – Groundbreaking occurs for the Marine and Academic Center Building.
- 1998 – The College is deeded the former Quentin Street Federal land and begins planning for the new Academic Village.
- 1990 – The Kingsborough Light atop the Marine and Academic Center is activated – U.S. 1995- Coast Guard Light List #3168.
- Byron McClenney, President 2000 – 2003
- 2001 – 2002 A new logo is developed for the college, depicting the navigational light atop the Marine and Academic Center as a welcoming beacon.

- 2002 – The Leon M. Goldstein High School for the Sciences opens on campus.
- 2002 – Groundbreaking occurs for the Academic Village Building.
- 2002 – NYC Mayor Rudolph Giuliani opens new Kingsborough High School for the Sciences now: The Leon M. Goldstein High School
- 2003 – 2004 – The college celebrates its 40th Anniversary.
- 2004 – The Academic Village Building is completed and opens.
- 2004 – The Kingsborough Community College Way, a pathway to honor graduates, faculty, staff, friends and business partners, is created by the Kingsborough Community College Foundation Inc. and the Kingsborough Community College Alumni Association, Inc.
- Dr. Regina S. Peruggi, first female President 2004 – 2013
- In 2013, the Aspen Institute College Excellence Program named Kingsborough Community College as a finalist-with-distinction for the 2013 Aspen Prize for Community College Excellence. Selected from the nation's more than 1,000 public community colleges, Kingsborough received a $100,000 prize to support its programs.
- Kingsborough Community College serves approximately 20,000 students taking credit courses and another 15,000 students taking non-credit and continuing education courses. The College employs about 375 full-time faculty members and about many adjuncts to serve students in credit courses and 200 part-time and 20-25 full time teachers in continuing education courses. The College's total staff numbers 950+ employees
- In September 2014, Kingsborough appointed a new President - Farley Herzek
- In January 2016, Kingsborough hired its first female Vice President of Academic Affairs and Provost, Dr. Joanne Russell.
- In April 2017, Kingsborough's Office of the Vice President of Academic Affairs hired two female Deans. Dr. Sharon Warren-Cook, who identifies as African-American is the college's Dean of Curriculum and Dr. Kathleen Leaker is the college's Dean of Faculty.
- Peter M. Cohen, Interim President 2017 – 2018.
- October 2017, The Aspen Institute College Excellence Program today named Kingsborough Community College one of the nation's top 150 community colleges eligible to compete for the $1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among America's community colleges.
- November 2017, New York State Senator Roxanne Persaud, KCC Foundation Board members, and other dignitaries, joined Kingsborough at the ribbon cutting ceremony for the Student Union & Intercultural Center (SU&IC).
- November 2017, Students from seven CUNY campuses won honors for presentations of their original research at the American Society for Microbiology's Annual Biological Research Conference for Minority Students, including one from Kingsborough
- November 2017, Kingsborough men's and women's Wave cross country teams emerged champions at the 2017 CUNY/Army ROTC Community Colleges Cross Country Championships.
- December 2017, Kingsborough exceeds Spark Performance Targets, Wins Heckscher Funding for third year in a row.
- January 2018, Kingsborough faculty awarded CUNY Research Idea Grants.
- Kingsborough Wave Sprints to 2018 CUNYAC Men's and Women's Indoor Track and Field Titles.

- Kingsborough women's outdoor track and field team achieved the 2018 NJCAA Division III National Championship.
- On August 13, 2018, Kingsborough unveiled “Infinity” statue commemorating victims of the Holocaust.
- In September 2018, Kingsborough appointed its first black female President, Dr. Claudia V. Schrader.

Mission

Kingsborough shares and extends the proud tradition of the City University of New York, which historically has served the educational, social and vocational needs of the City of New York and continues to do so. The College maintains an open admissions policy serving a culturally diverse community reflective of one of the most international cities of the world. Despite their differences, all of our students share in a college-supported value system that includes choosing a vocation that will provide for themselves and their families, a search for self-fulfillment, participation in and contributions to their communities, curiosity in their world, and a search for greater empowerment in their own lives.

Kingsborough serves a geographic area that is defined largely by the realities of commutation (distance, time and cost). Every attempt has been made not to duplicate programs and services that are offered at its sister schools within the CUNY system. Although it offers what amounts to a core curriculum of liberal arts courses that have been articulated with the senior colleges within the CUNY system, it still maintains a focus on specialized courses, curricula, and programs that meet the cultural and educational needs of the surrounding community. Consequently, KCC has developed concentrations in such areas as business, early childhood education, human and public services, health and related services, and marine science and technology.

Kingsborough offers students the opportunity to accelerate their programs of study through the structure of its academic calendar. The fall-winter semester consists of two units, one 12 week required module, and one six-week optional module. The spring-summer semester follows the same structure. A major benefit of this calendar is that it permits students to progress through their chosen programs of study and earn an associate's degree at an individual pace. This calendar also makes possible completing remedial courses, where necessary, during either the 12 week or six week modules.

Kingsborough has initiated and continues to support several major collaborative programs that have drawn the College closer to the secondary schools with College Now, Diploma Now, and the Kingsborough High School for the Sciences. It offers a Bilingual program, a College Discovery Program and a Liberty Partnership Program.

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.

CUNY has established the following policies. Links 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 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 September 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 Peter M. Cohen, oversees implementation of Affirmative Action and diversity programs and assuring compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

- Designates personnel responsible for managing Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (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 a 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(s) on Diversity and Inclusion

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

Committee members in this Plan Year were:

The Achieving the Dream Committee's (ATD) desire is to create a campus culture that readily promotes and embodies equity. Equity has historically been at the center of the ATD mission. In 2015, College Council approved the Committee's Diversity statement and definition of Equity.

Diversity Statement

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

Leadership and Vision Sub-Committee

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

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

Faculty Engagement and Communication Sub-Committee
John Acosta – Faculty, Communications
Tasheka Sutton-Young, Chief of Staff
Babette Audant— Director of Center for Economic and Workforce Development (CEWD)
Elizabeth Basile— VP of Institutional Advancement
Sarah Bradwisch— Faculty, Nursing
Jennifer Corby— Faculty, History
Reza Fakhari, VP of Workforce Development
Marissa Joseph— Director of Career Services
Alissa Levine— Director of Operations, CEWD
Javier Morgades—Assoc. Director of Admissions
Janine Palludan— Assoc. Director of Academic Affairs
Jorge Zamudio— Faculty, Nursing

Data and Technology Sub-Committee
Chris Calienes— Co-Chair, Assoc. Director of Institutional Research
Linda Biancorosso – Director of Institutional Research
Scott Cally – Faculty, Communications & Performing Arts
Mabel Chee— Director of Development
Daniel Collins – Faculty, Math
Mark Eaton— Faculty, Library
Faith Fogelman – TRIO
Asif Hussain – AVP and CIO of Information Technology
Gabrielle Kahn – Faculty, English
Amanda Kalin – Director of Curriculum Development and Program Planning
Lauren Levesque – Assoc. Director of Institutional Analysis
Helen Nasser – Director, Student Union and Intercultural Center
Student Union and Intercultural Center
Matthew Papier – Director of Testing
Peter Santiago - Assoc. Director of Access-Ability Services

Data and Technology Sub-Committee cont'd
Cheryl Smith – Faculty, English
Hanane Elabid – Freshmen Year Counselors
Joseph Verdino – Faculty, Behavioral

Student Success Sub-Committee
Brian Mitra—Dean of Students
Peter Santiago – Assoc. Director of Access-Ability Services
Hattie Elmore – Director of Single Stop
Elizabeth Basile— VP of Institutional Advancement
Peter Cohen— VP of Student Affairs
Marylou Fierle – Faculty, Health, Physical Education
Wayne Harewood – Executive Director of Enrollment Management
Richard Legum – Faculty, History
Cindy Lui – Director of Freshman Services
Maudelyne Maxineau – Director of Center for Academic Writing Success
Melissa Merced – Director of Transfer
Joanne Meyers – Director of External Affairs
Helen Nasser – Academic Affairs
Mary O'Shea – Director of Student Success Center
Michael Rodriguez – Director of Men's Resource Center
Emily Schnee – Faculty, English
Farshad Tamari – Faculty, Biology
Joseph Verdino – Faculty, Behavioral

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. We created this extract in July, 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.

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 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, **zero** employee at the College did not identify a gender and **one** 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

Kingsborough CC **Total Employees: 918**

Executive/Administrative/Managerial

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 1 (Executive)	16	7	43.8%	8	50.0%
Administration 2 (Manager)	98	72	73.5%	58	59.2%
Facility Manager	3	0	0.0%	1	33.3%
IT Computer Manager	5	0	0.0%	1	20.0%
Security Manager	3	0	0.0%	2	66.7%

Professional Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %
Faculty-Professorial	252	138	54.8%	69	27.4%
Faculty-Instructor	6	4	66.7%	1	16.7%
Faculty-Developmental	13	7	53.8%	4	30.8%
Faculty-Lecturer	80	44	55.0%	27	33.8%

Professional Non-Faculty

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant	6	5	83.3%	1	16.7%
Administration 3 (Professional)	130	96	73.8%	74	56.9%
Administration 5 (Engineer-Architect	3	1	33.3%	1	33.3%
IT Computer Professional	24	7	29.2%	15	62.5%
Nurse	1	1	100.0%	0	0.0%

Administrative Support Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant Assistant	4	4	100.0%	1	25.0%
Administrative Assistant	15	15	100.0%	2	13.3%
Office Assistant	50	45	90.0%	12	24.0%
Mail Services Worker	4	1	25.0%	1	25.0%

Craft Workers

Job Group	Staff	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	9	0	0.0%	4	44.4%
Laborers and Helpers	15	0	0.0%	13	86.7%
Skilled Trades-Supervisor	1	0	0.0%	0	0.0%
Skilled Trades	23	0	0.0%	8	34.8%

Technicians

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	33	14	42.4%	14	42.4%
Broadcast/Media	2	0	0.0%	0	0.0%
Engineering Technician	2	2	100.0%	2	100.0%
IT Support Technician	9	4	44.4%	6	66.7%
Print Shop	6	0	0.0%	3	50.0%

Service Workers and Others

Job Group	Staff	Female #	Female %	Minority #	Minority %
Campus Peace Officer-Sergeant	12	5	41.7%	11	91.7%
Campus Peace Officer-Level 2	2	0	0.0%	1	50.0%
Campus Peace Officer-Level 1	29	5	17.2%	28	96.6%
Custodial Supervisor	6	2	33.3%	6	100.0%
Custodial	56	17	30.4%	46	82.1%

Workforce Summary: Page1

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.

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).

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 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

Exhibit: Summary of Historical Changes in Underutilization -Staff

Kingsborough 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	
Job Group	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Category: Executive/Administrative/Managerial												
Administration 1 (Executive)	16	16										
Administration 2 (Manager)	98	101					6	6				
IT Computer Manager	5	5	1	1			1	1				
Category: Professional Non-Faculty												
Accountant	6	6			3	3	2	2	2	2		
Administration 3 (Professional)	130	120						**3**				
IT Computer Professional	24	23					2	2				
Category: Administrative Support Workers												
Administrative Assistant	15	18			**9**	**10**	1	1	4	4	**4**	**5**
Office Assistant	50	49					1	1			2	2
Category: Craft Workers												
Basic Crafts-Buildings and Grounds	9	10	2	2							**1**	**2**
Laborers and Helpers	15	17	3	3								
Skilled Trades	23	21	1	1								**1**
Category: Technicians												
IT Support Technician	9	11							**1**			
Print Shop	6	7	2	2								
Category: Service Workers and Others												
Campus Peace Officer-Level 1	29	29	**3**	**2**			2	2				**2**
Campus Peace Officer-Sergeant	12	14							**2**	**3**		
Custodial	56	60										**4**
Custodial Supervisor	6	6										

Exhibit: Summary of Historical Changes in Underutilization - Lab Techs

Kingsborough 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	
Job Category	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
College Lab Tech - Other	16	18					1	1				
College Lab Tech - Science, Tech, Eng.	17	17										

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Kingsborough CC

This is a summary of utilization, and underutilization, of protected groups by job group and a specified faculty program (or "discipline"). 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).

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Professorial

			UNDERUTILIZATION									
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/ Latino	
Discipline	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Biological and Biomedical Sciences	24	23										
Business, Management, Marketing, Support Services	15	18			3	3			2	3	1	
Communications, Journalism, etc. AND Visual and Performing Arts	14	10	4	3								
English Language and Literature/Letters	44	45									1	1
Health Professions and Related Programs	30	25					1					
Liberal Arts and Sciences, General Studies & Humanities	23	23	3	3			1	1				
Library (Librarians/Non-Teaching)	11	10							1	1		
Mathematics and Computer Science	22	22							1	1		1
Physical Sciences	15	15	2								1	1
Parks, Recreation, Leisure and Fitness Studies	6	6	1	1								
Social Sciences	30	35					1	1				
Visual and Performing Arts	13	13						1				

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Lecturer

			UNDERUTILIZATION									
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/ Latino	
Discipline	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Business, Management, Marketing, Support Services	18	19					1	1				
English Language and Literature/Letters	16	15					1	1				
Mathematics and Computer Science	15	17										
Parks, Recreation, Leisure and Fitness Studies	6	6										
Social Sciences	6	8			**1**			**1**	1	1		

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Developmental

			UNDERUTILIZATION									
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/ Latino	
Discipline	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Education - Developmental	13	15										**1**

Utilization, Underutilization, and Placement Goals

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

The fact that the University updated job groupings and Labor Market Availability for this plan year might influence findings for some groups, although typically these changes are not major. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups. Also, individuals joined either from lower or higher groups, hired from other colleges or the result of an outside hire.

In the EEO Category of Staff and the Job Group of Administration 1, the total staff remained the same year over year. There were no changes reflected for gender and/or in any of the minority groups.

The EEO Category of Staff and the Job Group of Administration 2, we saw a decrease in total staff by 3 and at the same time, the underutilization of Asians remained at 6 since 2017.

The EEO Category of Staff and the Job Group of Administration 3, we saw an increase in total staff by 10, which reflects 9 females.

In the EEO Category of Administrative Support Workers and the Job Group of Administrative Assistant, there was a decrease in the underutilization of Hispanic/Latino (5-4).

In the EEO Category of Craft workers and the Job Group of Basic Crafts and Buildings and Grounds, there was a decrease underutilization from 2 to 1 for Hispanic/Latino.

The EEO Category of Craft Workers and the Job Group Skilled Trades saw a decrease in the underutilization of Hispanics from 1 to 0.

In the EEO Category of Technicians and the Job Group of IT Support Technician, there was an increase in the underutilization of Black/African American from 0 to 1.

The EEO Category of Service Workers and Others and the Job Group of Campus Peace Officer-Level 1, there were an increase in the underutilization of women (2 – 3) and a decrease among Hispanics (2 – 0).

The EEO Category of Service Workers and Others and the Job Group of Campus Peace Officer-Sergeant, there were a decrease in the underutilization of Black/African American (3 – 2).

The EEO Category of Service Workers and Others and the Job Group of Custodial, there were a decrease in the underutilization of Hispanic/Latino (4 – 0).

In the EEO Category of Lab Techs and the Job Group of other, there was no change year over year of Asian/Nat Haw. /Other Pac Isl.

In the EEO Category of Faculty-Professorial and the Job Group of Business, Management, Marketing, Marketing Support Services, there was a decrease in the underutilization of Black/African American (3 – 2) and an increase in the underutilization of Hispanic/Latino (0 – 1).

In the EEO Category of Faculty and the Job Group of Communications, Journalism, etc. AND Visual and Performing Arts, there was an increase in the underutilization of women (3 – 4).

In the EEO Category of Faculty and the Job Group of Health Professions and Related Programs, there was an increase in the underutilization of Asian/Nat Haw. /Other Pac Isl. (0 – 1).

In the EEO Category of Faculty and the Job Group of Mathematics and Computer Science, there was a decrease in the underutilization of Hispanic/Latino. (1 – 0).

In the EEO Category of Faculty and the Job Group of Physical Sciences, there was an increase in the underutilization of female (0 – 2).

In the EEO Category of Faculty and the Job Group of Visual and Performing Arts, there was a decrease in the underutilization of Asian/Nat Haw. /Other Pac Isl. (1 – 0).

In the EEO Category of Faculty-Lecturer and the Job Group of Social Sciences, there was a decrease in the underutilization of Asian/Nat Haw. /Other Pac Isl. (1 – 0) and saw an increase in Total Minority (0 – 1),

In the EEO Category of Faculty-Development and the Job Group of Education - Development, there was a decrease in the underutilization of Hispanic/Latino (1 – 0).

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 tracked 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.

Tenure Report
By Department and Title

Department and Title	Female	Male	Total Minority Status: Black/African Am.	Total Minority Status: Hispanic/Latino	Total Minority Status Total	Not Minority Status: White	Not Minority Status Total	Grand Total
Dean Of Continuing Education						**1**	**1**	**1**
Lecturer	1					1	1	1
Department Of English						**1**	**1**	**1**
Assc Professor	1					1	1	1
Dept,Beh Sci&Human Svcs			**2**	**2**	**4**	**2**	**2**	**6**
Assc Professor	2		1	1	2			2
Asst Professor	1	1	1		1	1	1	2
Lecturer	2			1	1	1	1	2
Dept,Biological Science						**3**	**3**	**3**
Assc Professor	2					2	2	2
Asst Professor	1					1	1	1
Dept,Health,Phys Ed&Rec				**1**	**1**			**1**
Lecturer		1		1	1			1
Dept,Math&Computer Sci						**1**	**1**	**1**
Assc Professor	1					1	1	1
Non-Clinical Nursing				**1**	**1**	**2**	**2**	**3**
Assc Professor	2	1		1	1	2	2	3
Grand Total	**13**	**3**	**2**	**4**	**6**	**10**	**10**	**16**

Tenure Report
By Job Group and Title

Department and Title	Female	Male	Total Minority Status: Black/African Am.	Total Minority Status: Hispanic/Latino	Total Minority Status Total	Not Minority Status: White	Not Minority Status Total	Grand Total
FAC-LECT	**3**	**1**		**2**	**2**	**2**	**2**	**4**
Lecturer	3	1		2	2	2	2	4
FAC-PROF	**10**	**2**	**2**	**2**	**4**	**8**	**8**	**12**
Assc Professor	8	1	1	2	3	6	6	9
Asst Professor	2	1	1		1	2	2	3
Grand Total	**13**	**3**	**2**	**4**	**6**	**10**	**10**	**16**

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 most cases, the Chief Diversity Officer also creates and/or reviews a Search Plan outlining intended methods of outreach for the position.

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

The standard in evaluating recruiting data is referred to as Impact Analysis. Federal guidelines 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 Chief Diversity Officer 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 with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

- Total of 6 minority individuals obtained tenure
- 8 Female Associate Professors obtained tenure
- 2 Female Assistant Professors, including 1 Black/African Am obtained tenure
- 3 Female Lecturers, including 2 Hispanic/Latino obtained tenure

Reason:
Tenure is obtained after a minimum amount of time dedicated to teaching, service and scholarship, which are subjected to academic review. All candidates for tenure should exhibit satisfactory qualities of personality and character, and a willingness to cooperate with others for the good of the institution. Longevity and seniority alone shall not be sufficient.

Hiring from Civil Service Applicant Pools

The College participated in **2** University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in Appendix F and the counts of applicants in Appendix G.

The Hiring Pool includes:
1. CUNY Office Assistant (COA)
2. Campus Peace Officer (CPO)

Compensation

The University develops and manages pay plans according to title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, and Classified Civil Service Plans for Managerial Personnel, Non-Managerial Staff, and Skilled Trades. Plans are subject to bargaining unit contracts, Civil Service regulations, New York City Comptroller's Determinations, and/or University policy, and these factors sometimes limit the flexibility of the pay plans.

We review policies such as:

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

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

The Chief Diversity Officer and the Human Resources Director will discuss compensation best practices and areas of risk with members of the President's Cabinet, Fall 2018.

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:

- KCTL Events, Fall 2017:
  - Culturally Responsive Teaching (CRT)
  - Diverse Faculty Interest Group
  - Women's Gender and Sexuality Interest Group
- Diversity Symposium Week, Fall 2017:
  - Film & Arts Festival
  - Immigration Day
  - Food Day
  - Diversity Symposium
- Office of Academic Affairs presents, "Faith Zone Trainings". A resource for innovative/participatory training, contextualized resources, and honest dialogue about religion and spirituality.
- KCTL: Diverse Faculty Group, May 2018
- The Women's Center presents "Journal Writing Workshop", November 2017, aimed at providing tools and information needed to begin journal writing
- Women's History Month, "Honoring Women Who Fight All Forms of Discrimination Against Women", March 2018
  - The Power of Thinking Workshop
  - Sarinya Srisakul, New York Fire Fighter Keynote Speaker
- The Women's Center "Let's Talk About Sex" Workshop
- Disability Awareness Week, "Autonomy and Equity for Students with Disability", April 2018
- The Encounters Series… to engage KCC community in dialogue and discussion regarding global and local issues:
  - KCC's Holocaust Center: to develop programming around the Holocaust and the theme of genocide awareness and prevention, and to preserve the vital history
  - Trip to the Museum of Jewish Heritage
  - The Story of a Concentration Camp Liberator presentation
  - "The Experiences of Muslim-American Youth" presentation
- Student Wellness Center presents, "When NO Means NO" event
- Student Speak Out on Immigration
- Spring 2018 Enough is Enough Campaign
- Disability Awareness Week, April 2018: "Autonomy and Equity for Students with Disabilities" to raise awareness, innovate discussions about inclusion and developing effective approaches to an inclusive learning environment:
  - Autism Speaks "Light It Up Blue"
  - Landing a Great Job or Internship with The City of New York
  - Emergency Preparedness
  - Just Say Hi
  - Accommodations

- KCC's Spring 2018 Diversity Symposium:
  - Film and Arts Day
  - Symposium Day
- "The Importance of the Minority Community Getting Involved in Politics", Sponsored by PASA and Public & Health Council Student Government
- Women's & Gender Studies Program, Women's Gender Studies Club and Student Life presents, "Trans Feminism with Alok"

Impact on Faculty/Staff/Students:
- Gained tools to grow/increase competencies
- Enriched individuals and brought awareness to the campus community
- Connected and engaged peers to be able to discuss race, culture and gender issues in higher education
- Learned skills needed in a multicultural environment
- Helped to prepare individuals to value cultural differences and treat people with dignity
- Lifted morale and enhanced productivity

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

- KCTL presents
  - Women's, Gender & Sexuality Studies Faculty Interest Group to analyze structures of power and dimensions of difference by focusing on gender, race, class, sexuality, ethnicity, nationality, ability, and age, both in and out the classroom
  - The Diverse Faculty Interest Group (D-FIG), a forum for the discussion, among other topics, of race, culture, gender, and sexual orientation issues in academia
  - Culturally Responsive Teaching, a student-centered approach to teaching and learning that recognizes that one size does not fit all
- Fall 2018 Diversity Symposium Week! "Women and Minorities Leading the Charge"
- The Women's Center "Let's Talk About Relationships" Workshop
- Office of Student Affairs present Enough is Enough Campaign for the month of October
- Student Life presents LGBTQ+ History Month
- International Student Union Fall 2018 Programs and Discussions
- Student Life presents Latinx Symposium

There are additional programs in development to mirror the offerings in 2017-2018.

Impact on Faculty/Staff/Students:
- Cultivate an environment of inclusivity
- Increase opportunities for open and constructive dialogue
- Continue to connect and engage peers
- Expand networks for students, staff and organizations

- Develop skills needed in a multicultural environment
- Help to prepare individuals to value cultural differences and treat people with dignity
- Lift morale and enhance productivity

ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

- Title IX Training for Faculty and Staff
- Title IX Training for Student Ambassadors, Athletics, ESL Students, and VA Students
- EEO/Title IX Training
- Gender Beach Day Training for Public Safety
- Department Specific Faculty Recruitment Plan
- Faculty Development Workshop to Support Students
- HR Recruiting Network Meetings
- CDO/HR/Labor Designee Meetings
- Annual CDO/HR/Legal/Public Safety Self-Evaluation and Remediation Meeting
- ACT Meeting
- Senior Cabinet Compensation Analysis Meeting
- CFDI Meeting
- Faculty Diversity Dialogue
- CDO/UACD Meeting

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
- 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

- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

Provide additional details as relevant, particularly details of training programs:

- CUNY Professional Development & Learning Management (PDLM):
  - Lean Six Sigma White and Green Belts
  - Certificate Programs:
    - Managerial Competencies
    - Supervisory Competencies
    - Certificate for Administrative Professionals
  - Learning Opportunities & Resources
  - Professional Development Planner

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. He/she also integrates compliance information into training programs for faculty, students, and staff.

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

- Monitoring records of personnel activities, including new hires, transfers,

- promotions, and terminations

- Monitoring the status of employee self-identification programs

- Reviewing the effectiveness of recruiting outreach and advertising

- Monitoring complaints or incident reports which may indicate underlying trends

- Reviewing personnel activities and the Affirmative Action Plan with senior level officers

- Advising management of program effectiveness and provide recommendations for improvement.

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

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate that Affirmative Action plans be prepared to address the hiring and advancement of Individuals with Disabilities and Veterans. The topics covered in Part Four are similar to those covered in the other sections except that we analyze data in a simpler format and make comparisons based on federally-recommended benchmarks.

The sections of Part Four are mandated by regulation. They are:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

The City University of New York, located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University. Further details on University policies are available at: **Click for CUNY's Policies.**

REVIEW OF PERSONNEL PROCESSES

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

The College's personnel processes do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limits their access to jobs for which they are

qualified; further, the College strives to include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online system available in CUNY's Employee Self-Service Portal. We invite applicants to self-identify through CUNY's online recruiting system with each application. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information. As was described in Part Two, the College conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

Our goal is to ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and safe performance of the job. We periodically review the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

We will repeat a review of a given position when there is a change in working conditions that may influence the job's physical or mental requirements. Examples may include new work requirements or new equipment. As new job qualifications are established, the College will review them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans. To the extent that such a situation might occur, the College takes steps to ensure the requirements are essential functions of these particular jobs.

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

REASONABLE ACCOMMODATIONS

The College provides reasonable accommodations to physical and mental limitations of applicants and employees who are Individuals with Disabilities or Disabled Veterans. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests by applicants for employment, current employees and visitors. Anyone may request an accommodation by contacting the Human Resources Office.

The College contact accommodation requests is:

Name: Office of Equal Opportunity & Diversity Management
Phone: (718) 368-6896
Email: AskOEO@kbcc.cuny.edu

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

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

Applicants for employment may request accommodations to physical and mental limitations during the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and Kingsborough Community College Job Listings. The text of the statement is as follows:

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

As per University policy, the College also provides reasonable accommodations to individuals based on a disability; pregnancy, childbirth, or a medical condition related to pregnancy or childbirth; religious practices and status as a victim of domestic violence, sex offense or stalking.

In the last year:

- While recognizing that many requests are resolved through an informal process, the College responded to **13** official requests for employee accommodations, for which the process was successfully concluded **8** times and appealed **zero** times. At this time there are **no** outstanding appeals.

- The College responded to **zero** requests for reasonable accommodation from job applicants.

- The College upgraded and maintained campus facilities to improve access in: In order to ensure that students with disabilities have the right kind of furniture in labs, KCC replaced **33 fixed desks** with adjustable desks to accommodate wheel chairs of different heights**.**

Room	Room Type	Number of eLift Desk
M108	Computer Lab	1
M109	Computer Lab	1
M110	Computer Lab	1
M111	Computer Lab	1
M114	Computer Lab	1
M118	Computer Lab	1
M119	Computer Lab	1

M125	Computer Lab	2
M159	Computer Lab	1
M214	Computer Lab	1
M220A	Computer Lab	1
M223	Computer Lab	1
M322	Computer Lab	1
M349	Computer Lab	1
L100D	Computer Lab Library	1
L100V	Computer Lab/Theater Room(Planned)	2
S214	Computer Lab	1
S225	Computer Lab	1
S245	Computer Lab	1
D205	Accessibility Office	1
E319	Computer Lab/Lecture Hall	1
F319	Computer Lab/Lecture Hall	1
T4103	Computer Lab	1
T4111	Computer Lab	2
T4159	Computer Lab	1
T4206	Computer Lab	2
T4230	Computer Lab	1
T4232	Computer Lab	1
V205	Computer Lab	1
	Total eLift desk installed	33

- Any other improvements, i.e. acquired equipment, upgraded technology, etc.
  - 12 Month Renewable Premium Read & Write
  - Staples® SPL-230 8-Digit Display Calculator
  - Texas Instruments® TI-30XIIS Scientific Calculator
  - Sony Noise Canceling Headphones
  - Howard Leight Headband Earmuffs 30db
  - SanDisk Clip Sport 4GB MP3 Player
  - SanDisk 32GB microSDHC Memory Card Class 4 With SD Adapter
  - LiveScribe 3 Smartpen

- Livescribe 1 Subject notebook 4 packLVSSSN4
- Sony Digital Flash Voice Recorder
- Ergonomic chair and mouse
- Adjustable workstation
- Voice assistive technology

HARASSMENT PREVENTION PROCEDURES

The University has developed procedures to ensure that Individuals with Disabilities or Protected Veterans are not harassed. (See above, *Policy Statements on Equal Employment Opportunity*). The 504/A.D.A. Coordinator, Chief Diversity Officer is responsible for coordinating efforts to ensure access and non-discrimination for individuals with disabilities. administers efforts to ensure access and non-discrimination for Individuals with Disabilities.

EXTERNAL DISSEMINATION OF POLICY

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

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

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

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior Year Outreach Efforts

In the last Plan Year, the College undertook the following targeted efforts for outreach to Veterans and Individuals with Disabilities:

Program / Effort	**Impact/Discussion**
NYS Department of Labor and Veterans Job Center	Provides jobs to a large network of other job boards, search engines and non-sponsored job listings on LinkedIn.
CUNY Job Page	Provides an accessible option for individuals with disability.

Planned Outreach for 2018-2019

The College Plans to initiate the following new activities over the next Plan Year:

Program / Effort	Goals/Expected Impact
Postings on job boards and organizations specifically geared towards Veterans	Achieving a broader reach for Veterans seeking employment

In addition, general, ongoing efforts to disseminate the *CUNY Policy on Non-Discrimination* and conduct outreach and positive recruitment include the following:

- Disseminating information concerning employment opportunities to media that reach Disabled Veterans, other Protected Veterans, and Individuals with Disabilities

- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies

- Filing the federal VETS-4212 report annually

- Veterans who received a passing score on a competitive Civil Service examination may apply for additional points to be added to their score based on Veteran or Disabled Veteran Status as defined by New York State statute.

- The University may appoint qualified disabled individuals to classified competitive Civil Service titles without an examination.

INTERNAL DISSEMINATION OF POLICY

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

- Including policies in the manuals and other in-house publications

- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation

- Scheduling training sessions for employees involved in recruitment, selection, and promotion decision-making

- Discussing policies thoroughly in both employee orientation and management training programs

- Including articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications

- Posting the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)

- Featuring persons who are Individuals with Disabilities in handbooks or similar publications

- Other College Programs and Activities:
  - Title IX Training for Faculty and Staff
  - Title IX Training for Student Ambassadors, Athletics, ESL Students, and VA Students
  - EEO/Title IX Training
  - Gender Beach Day Training for Public Safety
  - Faculty Development Workshop to Support Students
  - ACT Meeting
  - Senior Cabinet Compensation Analysis Meeting
  - Faculty Diversity Dialogue

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

Interim President Peter M. Cohen, oversees Affirmative Action and compliance programs. He/she appoints the 504/A.D.A. Coordinator to oversee College compliance activities and provides management support and resources to manage the implementation of Affirmative Action and compliance programs. Issues uncovered in self-audits or reviews are ultimately reported to the President who oversees implementation of appropriate responses.

504/A.D.A Coordinator

The President assigned the duties of the 504/A.D.A. Coordinator to the Chief Diversity Officer. Their responsibilities include:

Chairing the 504/A.D.A. Committee

Monitoring the college for 504/A.D.A. compliance

Resolving issues before they become potential grievances; considering appeals and disputed accommodation decisions

Maintaining information on accommodations requested and provided

Ensuring pertinent records are stored securely and confidentiality is maintained

Providing training as needed on issues related to Individuals with Disabilities.

504/A.D.A. Committee

The 504/A.D.A. Committee advises the Coordinator. It is comprised of representatives from various divisions, departments, and programs, including Individuals with Disabilities. Members are:

- Chief Diversity Officer
- Stella Woodroffe, Access-Abilities Coordinator
- Cynthia Mendola, HR Coordinator

College Officials

College officials assume certain responsibilities to assure compliance with regulations, including working with the Office of Human Resources to identify and fund reasonable accommodations.

University Management

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

Click here for University Resources:
http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/

TRAINING

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

External programs attended by the Chief Diversity Officer, HR personnel, executives, etc.):

- Department Specific Faculty Recruitment Plan
- Faculty Development Workshop to Support Students
- HR Recruiting Network Meetings
- CDO/HR/Labor Designee Meetings
- Annual CDO/HR/Legal/Public Safety Self-Evaluation and Remediation Meeting
- CFDI Meeting
- Faculty Diversity Dialogue
- CDO/UACD Meeting

AUDIT AND REPORTING SYSTEM

The 504/A.D.A. Coordinator is responsible for the College's audit and reporting system to monitor the College's overall programs in support of Individuals with Disabilities, measuring the degree to which the College is meeting its objectives and identifying the need for remedial action. The Coordinator also determines whether there are any undue hurdles for both Individuals with Disabilities and Protected Veterans in gaining access to college programs and activities of all kinds.

The Chief Diversity Officer is responsible for monitoring recruitment outreach, as well as claims of discrimination related to status as a Veteran or Individual with a Disability. The CDO audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process.

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

BENCHMARK COMPARISONS

The federal guideline for utilization of Individuals with Disabilities is 7.0%.

Appendix H details the utilization of Individuals with Disabilities by Job Group. There is no guideline for utilization of Veterans.

In March 2018, the federal benchmark Hiring Rate for Veterans was set at 6.4%. The exhibit on the next page illustrates College hiring rates for Veterans. While we calculated a Hiring Rate for Individuals with Disabilities, there is no recommended benchmark.

We monitor recruitment, application and appointment processes to assure representation of Protected Veterans and Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Benchmark

The benchmark Hiring Rate is 6.4% as established in March 2018 by the U.S. Department of Labor.

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identified as Veterans before an offer of employment is made	85	58	45
B. Total number of job openings	57	22	88
C. Total number of jobs filled	57	22	128
D. Total number of applicants for all jobs	5824	2532	7481
E. Number of Veteran applicants hired	1	0	1
F. Total number of applicants hired	62	23	128
Hiring Rate (E divided by F)	0.01% (1/62)	0% (0/23)	0.78% (1/128)
Was Benchmark Met? (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There currently is no benchmark rate for Individuals with Disabilities.

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	207	114	199
B. Total number of job openings	57	22	88
C. Total number of jobs filled	57	22	128
D. Total number of applicants for all jobs	5824	2532	7481
E. Number of Individuals with Disabilities hired	1	0	0
F. Total number of applicants hired	62	23	128
Hiring Rate (E Divided by F)	0.01% (1/62)	0% (0/23)	0% (0/128)

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

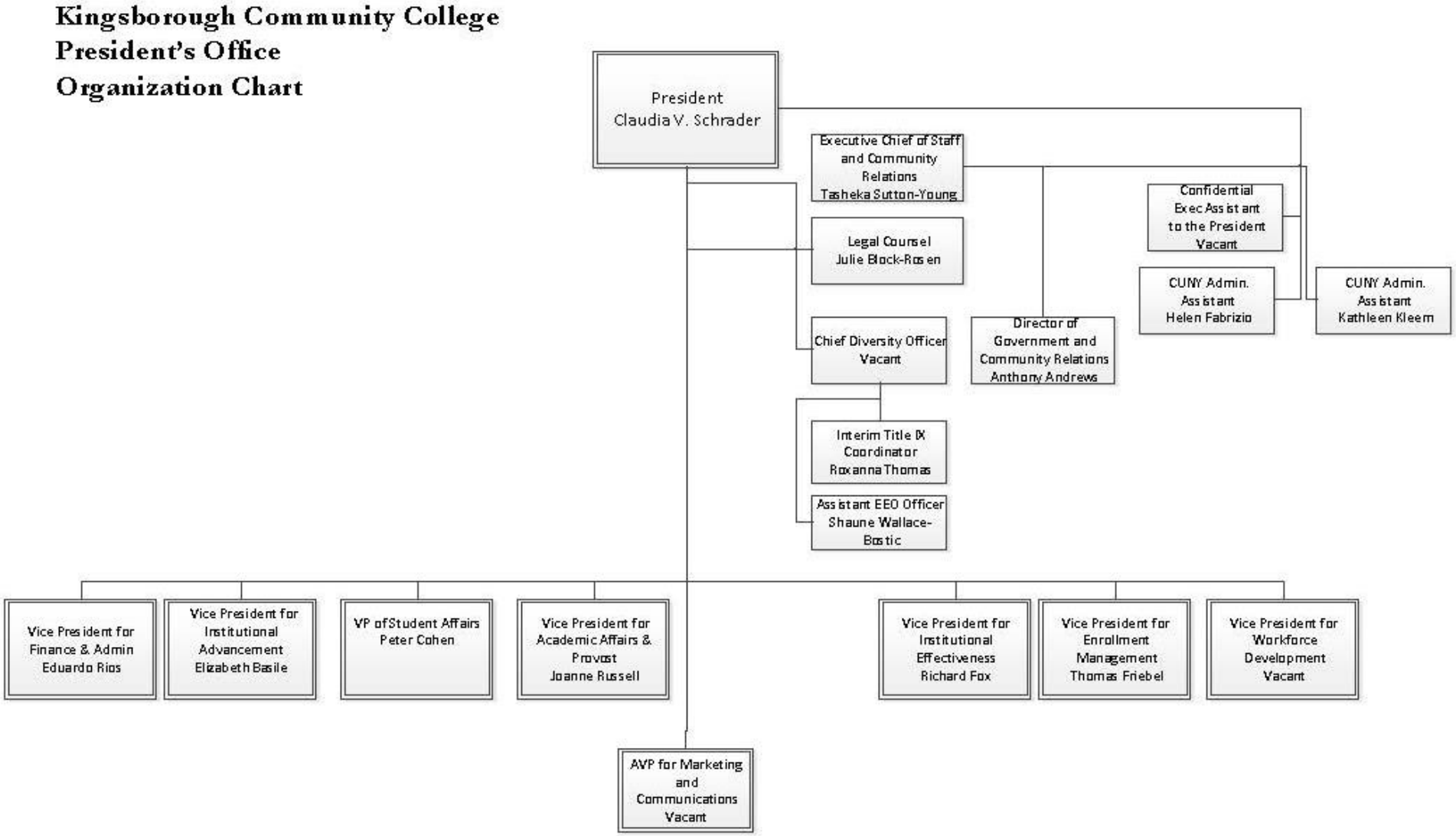
H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

APPENDIX A - ORGANIZATION CHART

Kingsborough CC

This Appendix provides a high-level organization chart.

APPENDIX A – ORGANIZATION CHART



APPENDIX B - REAFFIRMATION LETTER

Kingsborough CC

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

APPENDIX B - RE-AFFIRMATION LETTER

KINGSBOROUGH
COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

Office of the President

To: Kingsborough Campus Community

From: Interim President – Peter Cohen

Date: September 12, 2017

Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

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

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

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Office of Equal Opportunity & Diversity Management (OEO) headed by Chief Diversity Officer, Victoria A. Ajibade, Esq. Ms. Ajibade also serves as Kingsborough's 504/ADA Coordinator and oversees the work of the College's Title IX Coordinator, Brian J. Brennan, Jr. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. OEO is located in the E Clusters in Suite E115 and the telephone number is (718) 368-6896. You may also email OEO at: AskOEO@kbcc.cuny.edu. Additionally, any individual who believes that he or she has experienced employment discrimination should immediately contact OEO.

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

APPENDIX C – JOB GROUPS AND LABOR MARKET AVAILABILITY FACTORS

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Kingsborough 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. LMA Factor 2 is an internal factor (i.e., employee eligible for promotion into the group).

Full Time Employee Count: 918

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 16

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
2-Internal	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	2
Asst Administrator	1
Asst Vice President	2
Dean	4
Vice President	6

Administration 2 (Manager)

Employee Count: 98

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
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
HE Associate	52
HE Officer	46

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)
2-Internal	0.00%	NA

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

Category: Executive/Administrative/Managerial

IT Computer Manager

Employee Count: 5

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)
2-Internal	0.00%	NA

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

Security Manager

Employee Count: 3

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)
2-Internal	0.00%	NA

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

Category: Professional Faculty

Faculty-Developmental

Employee Count: 13

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
2-Internal	0.00%	NA

Title(s)	Employee(s)
CLIP Instructor	7
CUNY Start Instructor	6

Faculty-Instructor

Employee Count: 6

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Instructor	6

Faculty-Lecturer

Employee Count: 80

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
2-Internal	0.00%	NA

Title(s)	Employee(s)
Lecturer	76
Lecturer Doct Sch	4

Category: Professional Faculty

Faculty-Professorial

Employee Count: 252

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.
2-Internal	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	69
Asst Professor	116
Professor	67

Category: Professional Non-Faculty

Accountant

Employee Count: 6

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	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	2
Purchasing Agent	4

Administration 3 (Professional)

Employee Count: 130

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
2-Internal	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	54
HE Assistant	76

Administration 5 (Engineer-Architect)

Employee Count: 3

Engineers and Architects and related professional staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Architect	2
Project Mgr	1

Category: Professional Non-Faculty

IT Computer Professional

Employee Count: 24

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Associate	6
IT Asst	16
IT Sr Associate	2

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
2-Internal	0.00%	NA

Title(s)	Employee(s)
Nurse	1

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 4

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Finance Accountant Asst	4

Administrative Assistant

Employee Count: 15

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	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	15

Mail Services Worker

Employee Count: 4

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)
2-Internal	0.00%	NA

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

Category: Administrative Support Workers

Office Assistant

Employee Count: 50

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
CUNY Office Assistant	50

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 33

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%
2-Internal	0.00%	NA

Title(s)	Employee(s)
Chief College Lab Tech	4
College Lab Tech	17
Sr College Lab Tech	12

Broadcast/Media

Employee Count: 2

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)
2-Internal	0.00%	NA

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

Engineering Technician

Employee Count: 2

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Facilities Coord	2

Category: Technicians

IT Support Technician

Employee Count: 9

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Support Asst	9

Print Shop

Employee Count: 6

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)
2-Internal	0.00%	NA

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

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 9

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Maintenance Worker	7
Motor Vehicle Mechanic	2

Laborers and Helpers

Employee Count: 15

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Electrician Helper	1
Laborer	12
Stock Worker	1
Stock Worker Supervisor	1

Skilled Trades

Employee Count: 23

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)

Category: Craft Workers

Carpenter	2
Electrician	2
High Pressure Plant Tender	7
Locksmith	1
Oiler	1
Painter	2
Plumber	2
Stationary Engineer	5
Thermostat Repairer	1

Skilled Trades-Supervisor

Employee Count: 1

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	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	1

Category: Service Workers and Others

Campus Peace Officer-Level 1

Employee Count: 29

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Peace Officer	17
Campus Security Asst	12

Campus Peace Officer-Level 2

Employee Count: 2

Campus Security-Mid Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	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	2

Campus Peace Officer-Sergeant

Employee Count: 12

Campus Security Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Permanent Campus Peace Officer Level 1 and 2

Title(s)	Employee(s)
Campus Pub Safety Sergeant	10
Campus Security Specialist	2

Category: Service Workers and Others

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	56

Custodial Supervisor

Employee Count: 6

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)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Asst Principal Supv	1
Custodial Principal Supv	1
Custodial Sr Supervisor	1
Custodial Supervisor	3

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

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 – ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

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

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

Total Faculty: 351

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences

Faculty Count: 27

Department ID	Department Name	Number of Faculty
10033	Dept,Biological Science	27

Business, Management, Marketing, Support Services

Faculty Count: 33

Department ID	Department Name	Number of Faculty
10042	Dept, Business	21
10299	Tourism & Hospitality	12

Communications, Journalism, etc. AND Visual and Performing Arts

Faculty Count: 16

Blended rate (average) or Communications/Journalism and Visual/Performing Arts for those departments which teach both disciplines.

Department ID	Department Name	Number of Faculty
10060	Dept,Comm&Perf Arts	16

Education - Developmental

Faculty Count: 15

Department ID	Department Name	Number of Faculty
75018	Career Services Operations	1
10396	Dean Of Continuing Education	1
65068	Language Immersion Program	13

English Language and Literature/Letters

Faculty Count: 61

Department ID	Department Name	Number of Faculty
10105	Department Of English	61

Foreign Languages, Literatures, and Linguistics

Faculty Count: 8

Department ID	Department Name	Number of Faculty
10117	Dept,Foreign Lang	8

Health Professions and Related Programs

Faculty Count: 33

Department ID	Department Name	Number of Faculty
10211	Non-Clinical Nursing	33

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Liberal Arts and Sciences, General Studies & Humanities

Faculty Count: 29

For the Graduate Center, this group is used for Lecturers only.

Department ID	Department Name	Number of Faculty
10280	Dept,His,Phil,&Soc Sci	29

Library (Librarians/Non-Teaching)

Faculty Count: 11

Unlike other faculty, weighted at MA+PhD US at 50% and MA+PhD 4-State at 50%

Department ID	Department Name	Number of Faculty
70054	Dept Of Library	11

Mathematics and Computer Science

Faculty Count: 37

Blended rate (average) of Mathematics and Computer Science for those departments which teach both disciplines.

Department ID	Department Name	Number of Faculty
10195	Dept,Math&Computer Sci	37

Parks, Recreation, Leisure and Fitness Studies

Faculty Count: 12

Department ID	Department Name	Number of Faculty
10134	Dept,Health,Phys Ed&Rec	12

Physical Sciences

Faculty Count: 17

Department ID	Department Name	Number of Faculty
10225	Dept,Physical Sci	17

Social Sciences

Faculty Count: 39

Department ID	Department Name	Number of Faculty
10028	Dept,Beh Sci&Human Svcs	39

Visual and Performing Arts

Faculty Count: 13

Department ID	Department Name	Number of Faculty
10021	Dept Of Art	13

APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

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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: 33

College Lab Tech-Blended Science Engineering Technical

Employees: 17

Department ID	Department Name	Number of Technicians
10033	Dept,Biological Science	6
10225	Dept,Physical Sci	6
70009	Instructional Computing	1
80033	Media Center	2
10211	Non-Clinical Nursing	2

College Lab Tech-Other

Employees: 16

Department ID	Department Name	Number of Technicians
10021	Dept Of Art	4
10060	Dept,Comm&Perf Arts	3
10134	Dept,Health,Phys Ed&Rec	3
75126	Ofc Students w/Disabilities	1
10299	Tourism & Hospitality	4
65120	Workforce Development Initiat	1

APPENDIX E - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP

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

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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

Category: Executive/Administrative/Managerial

Job Group: **Administration 1 (Executive)**

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees 16

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04723	Asst Administrator
04316	Asst Vice President
04314	Dean
04702	Vice President

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	7	8	2	4	2
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	43.8%	50.0%	12.5%	25.0%	12.5%
Labor Market Avail. Percent	49.3%	29.7%	8.5%	11.1%	8.9%

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

Category: Executive/Administrative/Managerial

Job Group: **Administration 2 (Manager)**
Description: Manager-Level Administrators
Full-time Employees 98

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	72	58	4	27	27
Underutilized (Yes/No)?			Y		
Number Underutilized			6		
Actual Utilization Percent	73.5%	59.2%	4.1%	27.6%	27.6%
Labor Market Avail. Percent	59.9%	41.4%	10.6%	16.3%	13.5%

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

Category: Executive/Administrative/Managerial

Job Group: **IT Computer Manager**

Description: Information Technology Managers (Managerial)

Full-time Employees 5

Employees in this group hold the following titles:

Title ID	Title Name
04972	IT Computer Operations Mgr
04973	IT Computer Systems Mgr

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	1	0	1	0
Underutilized (Yes/No)?	Y	Y	Y		Y
Number Underutilized	1	0	1		0
Actual Utilization Percent	0.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent	28.5%	26.6%	15.7%	4.3%	5.2%

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

Category: Professional Non-Faculty

Job Group: **Accountant**
Description: Accountants (Professionals)
Full-time Employees 6

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	1	0	0	1
Underutilized (Yes/No)?		Y	Y	Y	
Number Underutilized		3	2	2	
Actual Utilization Percent	83.3%	16.7%	0.0%	0.0%	16.7%
Labor Market Avail. Percent	82.4%	70.6%	29.4%	26.5%	11.8%

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

Category: Professional Non-Faculty

Job Group: **Administration 3 (Professional)**
Description: Administrators (Professionals)
Full-time Employees 130

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	96	74	10	43	14
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	73.8%	56.9%	7.7%	33.1%	10.8%
Labor Market Avail. Percent	61.1%	37.6%	9.6%	14.3%	12.0%

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

Category: Professional Non-Faculty

Job Group: **IT Computer Professional**
Description: Information Technology Professionals
Full-time Employees 24

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	7	15	3	10	2
Underutilized (Yes/No)?			Y		
Number Underutilized			2		
Actual Utilization Percent	29.2%	62.5%	12.5%	41.7%	8.3%
Labor Market Avail. Percent	26.4%	33.6%	19.7%	7.1%	5.4%

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

Category: Administrative Support Workers

Job Group: **Administrative Assistant**
Description: Administrative Support Staff-Senior Level
Full-time Employees 15

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	15	2	0	2	0
Underutilized (Yes/No)?		Y	Y	Y	Y
Number Underutilized		9	1	4	4
Actual Utilization Percent	100.0%	13.3%	0.0%	13.3%	0.0%
Labor Market Avail. Percent	91.1%	74.0%	8.0%	38.1%	27.0%

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

Category: Administrative Support Workers

Job Group: **Office Assistant**

Description: Administrative Support Staff-Entry Level

Full-time Employees 50

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	45	12	1	7	3
Underutilized (Yes/No)?			Y		Y
Number Underutilized			1		2
Actual Utilization Percent	90.0%	24.0%	2.0%	14.0%	6.0%
Labor Market Avail. Percent	89.9%	26.5%	3.7%	11.6%	9.8%

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

Category: Craft Workers

Job Group: **Basic Crafts-Buildings and Grounds**
Description: Buildings and Grounds Workers
Full-time Employees 9

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
04906	Motor Vehicle Mechanic

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	4	1	2	1
Underutilized (Yes/No)?	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	0.0%	44.4%	11.1%	22.2%	11.1%
Labor Market Avail. Percent	20.0%	42.4%	2.3%	12.6%	26.0%

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

Category: Craft Workers

Job Group: **Laborers and Helpers**
Description: Entry-Level Craft Workers
Full-time Employees 15

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	13	0	10	3
Underutilized (Yes/No)?	Y		Y		
Number Underutilized	3		0		
Actual Utilization Percent	0.0%	86.7%	0.0%	66.7%	20.0%
Labor Market Avail. Percent	17.0%	33.7%	2.6%	11.6%	18.2%

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

Category: Craft Workers

Job Group: **Skilled Trades**
Description: Skilled Tradespeople
Full-time Employees 23

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	8	1	3	4
Underutilized (Yes/No)?	Y				
Number Underutilized	1				
Actual Utilization Percent	0.0%	34.8%	4.3%	13.0%	17.4%
Labor Market Avail. Percent	2.5%	29.7%	2.6%	7.0%	18.7%

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

Category: Technicians

Job Group: **IT Support Technician**
Description: IT Technical Support Workers
Full-time Employees 9

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	6	2	0	4
Underutilized (Yes/No)?				Y	
Number Underutilized				1	
Actual Utilization Percent	44.4%	66.7%	22.2%	0.0%	44.4%
Labor Market Avail. Percent	29.0%	32.6%	10.4%	11.7%	9.0%

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

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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

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 17

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

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl	Black/African Am.	Hispanic/ Latino
Number of Employees	7	9	3	3	3
Underutilized (Yes/No)					
Number Underutilized					
Actual Utilization Percent	41.2%	52.9%	17.6%	17.6%	17.6%
Labor Market Avail. Percent	27.8%	30.0%	12.9%	8.0%	7.0%

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

College Lab Tech - Other

Full-Time Employees: 16

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

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

Utilization Report	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl	Black/African Am.	Hispanic/ Latino
Number of Employees	7	5	0	2	2
Underutilized (Yes/No)			Y		
Number Underutilized			1		
Actual Utilization Percent	43.8%	31.3%	0.0%	12.5%	12.5%
Labor Market Avail. Percent	39.2%	23.9%	4.4%	5.2%	13.7%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Kingsborough CC

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups ,by academic discipline withing 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 DISCIPLINE/PROGRAM

Biological and Biomedical Sciences

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

10033 Dept,Biological Science

Job Group **Faculty-Professorial**

Total Faculty: 24

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	14	8	4	2	2
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	58.3%	33.3%	16.7%	8.3%	8.3%
Labor Market Avail. Percent	53.3%	23.5%	11.2%	4.5%	5.7%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Business, Management, Marketing, Support Services

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

10042	Dept, Business
10299	Tourism & Hospitality

Job Group **Faculty-Professorial**

Total Faculty: 15

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	2	1	1	0
Underutilized (Y/N)		Y		Y	Y
Number Underutilized		3		2	1
Actual Utilization Percent	53.3%	13.3%	6.7%	6.7%	0.0%
Labor Market Avail. Percent	43.9%	33.6%	7.1%	20.8%	4.5%

Job Group **Faculty-Lecturer**

Total Faculty: 18

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	5	1	2	2
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	50.0%	27.8%	5.6%	11.1%	11.1%
Labor Market Avail. Percent	45.5%	28.6%	11.1%	9.9%	6.2%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Communications, Journalism, etc. AND Visual and Performing Arts

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

10060 Dept,Comm&Perf Arts

Job Group **Faculty-Professorial**

Total Faculty: 14

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	4	1	1	1
Underutilized (Y/N)	Y				
Number Underutilized	4				
Actual Utilization Percent	35.7%	28.6%	7.1%	7.1%	7.1%
Labor Market Avail. Percent	60.9%	24.5%	6.3%	8.0%	8.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education - Developmental

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

75018	Career Services Operations
10396	Dean Of Continuing Education
65068	Language Immersion Program

Job Group **Faculty-Developmental**

Total Faculty: 13

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	7	4	1	1	1
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	53.8%	30.8%	7.7%	7.7%	7.7%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

English Language and Literature/Letters

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

10105 Department Of English

Job Group **Faculty-Professorial**

Total Faculty: 44

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	34	8	2	5	1
Underutilized (Y/N)					Y
Number Underutilized					1
Actual Utilization Percent	77.3%	18.2%	4.5%	11.4%	2.3%
Labor Market Avail. Percent	60.0%	12.6%	3.5%	3.4%	3.9%

Job Group **Faculty-Lecturer**

Total Faculty: 16

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	4	0	3	1
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	56.3%	25.0%	0.0%	18.8%	6.3%
Labor Market Avail. Percent	66.4%	18.1%	3.5%	6.1%	6.2%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Health Professions and Related Programs

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

10211 Non-Clinical Nursing

Job Group **Faculty-Professorial**

Total Faculty: 30

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	21	10	2	5	3
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	70.0%	33.3%	6.7%	16.7%	10.0%
Labor Market Avail. Percent	73.9%	25.2%	8.6%	10.3%	4.5%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Liberal Arts and Sciences, General Studies & Humanities

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

10280 Dept,His,Phil,&Soc Sci

Job Group **Faculty-Professorial**

Total Faculty: 23

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	5	0	5	0
Underutilized (Y/N)	Y		Y		Y
Number Underutilized	3		1		0
Actual Utilization Percent	39.1%	21.7%	0.0%	21.7%	0.0%
Labor Market Avail. Percent	54.2%	12.2%	3.8%	4.7%	0.9%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Library (Librarians/Non-Teaching)

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

70054 Dept Of Library

Job Group **Faculty-Professorial**

Total Faculty: 11

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	3	1	0	2
Underutilized (Y/N)				Y	
Number Underutilized				1	
Actual Utilization Percent	72.7%	27.3%	9.1%	0.0%	18.2%
Labor Market Avail. Percent	79.4%	14.3%	1.6%	6.8%	5.4%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Mathematics and Computer Science

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

10195 Dept,Math&Computer Sci

Job Group **Faculty-Professorial**

Total Faculty: 22

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	6	5	4	0	1
Underutilized (Y/N)				Y	
Number Underutilized				1	
Actual Utilization Percent	27.3%	22.7%	18.2%	0.0%	4.5%
Labor Market Avail. Percent	24.9%	19.9%	10.3%	4.5%	3.5%

Job Group **Faculty-Lecturer**

Total Faculty: 15

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	7	6	4	1	1
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	46.7%	40.0%	26.7%	6.7%	6.7%
Labor Market Avail. Percent	35.2%	29.4%	17.0%	5.4%	5.0%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Parks, Recreation, Leisure and Fitness Studies

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

10134 Dept,Health,Phys Ed&Rec

Job Group **Faculty-Professorial**

Total Faculty: 6

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	2	3	0	2	1
Underutilized (Y/N)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	33.3%	50.0%	0.0%	33.3%	16.7%
Labor Market Avail. Percent	51.8%	14.6%	2.8%	6.2%	4.2%

Job Group **Faculty-Lecturer**

Total Faculty: 6

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	2	0	1	1
Underutilized (Y/N)			Y		
Number Underutilized			0		
Actual Utilization Percent	83.3%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	46.4%	20.0%	2.6%	9.9%	5.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Physical Sciences

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

10225 Dept,Physical Sci

Job Group Faculty-Professorial

Total Faculty: 15

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	6	4	1	0
Underutilized (Y/N)	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	20.0%	40.0%	26.7%	6.7%	0.0%
Labor Market Avail. Percent	33.2%	17.6%	7.5%	3.6%	4.5%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Social Sciences

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

10028 Dept,Beh Sci&Human Svcs

Job Group **Faculty-Professorial**

Total Faculty: 30

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	17	10	1	7	2
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	56.7%	33.3%	3.3%	23.3%	6.7%
Labor Market Avail. Percent	48.4%	21.0%	6.8%	5.8%	6.5%

Job Group **Faculty-Lecturer**

Total Faculty: 6

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	5	1	0	0	1
Underutilized (Y/N)		Y	Y	Y	
Number Underutilized		1	0	1	
Actual Utilization Percent	83.3%	16.7%	0.0%	0.0%	16.7%
Labor Market Avail. Percent	56.2%	30.9%	6.7%	11.8%	9.4%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Visual and Performing Arts

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

10021 Dept Of Art

Job Group **Faculty-Professorial**

Total Faculty: 13

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	2	1	0	1
Underutilized (Y/N)				Y	
Number Underutilized				0	
Actual Utilization Percent	61.5%	15.4%	7.7%	0.0%	7.7%
Labor Market Avail. Percent	51.3%	16.1%	6.8%	2.9%	4.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Kingsborough CC

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups ,by academic department. A department 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.

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

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-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10105 Department Of English

Discipline: English Language and Literature/Letters

Job Group: Faculty-Professorial

Total Faculty: 44

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	34	8	2	5	1
Underutilized (Yes/No)?					Y
Number Underutilized					1
Actual Utilization Percent	77.3%	18.2%	4.5%	11.4%	2.3%
Labor Market Avail. Percent	60.0%	12.6%	3.5%	3.4%	3.9%

Job Group: Faculty-Lecturer

Total Faculty: 16

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	4	0	3	1
Underutilized (Yes/No)?			Y		
Number Underutilized			1		
Actual Utilization Percent	56.3%	25.0%	0.0%	18.8%	6.3%
Labor Market Avail. Percent	66.4%	18.1%	3.5%	6.1%	6.2%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10021 Dept Of Art

Discipline: Visual and Performing Arts

Job Group: Faculty-Professorial

Total Faculty: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	2	1	0	1
Underutilized (Yes/No)?				Y	
Number Underutilized				0	
Actual Utilization Percent	61.5%	15.4%	7.7%	0.0%	7.7%
Labor Market Avail. Percent	51.3%	16.1%	6.8%	2.9%	4.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 70054 Dept Of Library

Discipline: Library (Librarians/Non-Teaching)

Job Group: Faculty-Professorial

Total Faculty: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	3	1	0	2
Underutilized (Yes/No)?				Y	
Number Underutilized				1	
Actual Utilization Percent	72.7%	27.3%	9.1%	0.0%	18.2%
Labor Market Avail. Percent	79.4%	14.3%	1.6%	6.8%	5.4%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10042 Dept, Business

Discipline: Business, Management, Marketing, Support Services

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Job Group: Faculty-Professorial

Total Faculty: 12

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	2	1	1	0
Underutilized (Yes/No)?		Y		Y	Y
Number Underutilized		2		1	1
Actual Utilization Percent	66.7%	16.7%	8.3%	8.3%	0.0%
Labor Market Avail. Percent	43.9%	33.6%	7.1%	20.8%	4.5%

Job Group: Faculty-Lecturer

Total Faculty: 9

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	2	0	1	1
Underutilized (Yes/No)?		Y	Y		
Number Underutilized		1	1		
Actual Utilization Percent	55.6%	22.2%	0.0%	11.1%	11.1%
Labor Market Avail. Percent	45.5%	28.6%	11.1%	9.9%	6.2%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10028 Dept,Beh Sci&Human Svcs

Discipline: Social Sciences

Job Group: Faculty-Professorial

Total Faculty: 30

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	17	10	1	7	2
Underutilized (Yes/No)?			Y		
Number Underutilized			1		
Actual Utilization Percent	56.7%	33.3%	3.3%	23.3%	6.7%
Labor Market Avail. Percent	48.4%	21.0%	6.8%	5.8%	6.5%

Job Group: Faculty-Lecturer

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	1	0	0	1
Underutilized (Yes/No)?		Y	Y	Y	
Number Underutilized		1	0	1	
Actual Utilization Percent	83.3%	16.7%	0.0%	0.0%	16.7%
Labor Market Avail. Percent	56.2%	30.9%	6.7%	11.8%	9.4%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10033 Dept,Biological Science

Discipline: Biological and Biomedical Sciences

Job Group: Faculty-Professorial

Total Faculty: 24

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	14	8	4	2	2
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	58.3%	33.3%	16.7%	8.3%	8.3%
Labor Market Avail. Percent	53.3%	23.5%	11.2%	4.5%	5.7%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10060 Dept,Comm&Perf Arts

Discipline: Communications, Journalism, etc. AND Visual and Performing Arts

Job Group: Faculty-Professorial

Total Faculty: 14

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	4	1	1	1
Underutilized (Yes/No)?	Y				
Number Underutilized	4				
Actual Utilization Percent	35.7%	28.6%	7.1%	7.1%	7.1%
Labor Market Avail. Percent	60.9%	24.5%	6.3%	8.0%	8.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10134 Dept,Health,Phys Ed&Rec

Discipline: Parks, Recreation, Leisure and Fitness Studies

Job Group: Faculty-Professorial

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	3	0	2	1
Underutilized (Yes/No)?	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	33.3%	50.0%	0.0%	33.3%	16.7%
Labor Market Avail. Percent	51.8%	14.6%	2.8%	6.2%	4.2%

Job Group: Faculty-Lecturer

Total Faculty: 6

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	2	0	1	1
Underutilized (Yes/No)?			Y		
Number Underutilized			0		
Actual Utilization Percent	83.3%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	46.4%	20.0%	2.6%	9.9%	5.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

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

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Job Group: Faculty-Professorial

Total Faculty: 23

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	5	0	5	0
Underutilized (Yes/No)?	Y		Y		Y
Number Underutilized	3		1		0
Actual Utilization Percent	39.1%	21.7%	0.0%	21.7%	0.0%
Labor Market Avail. Percent	54.2%	12.2%	3.8%	4.7%	0.9%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10195 Dept,Math&Computer Sci

Discipline: Mathematics and Computer Science

Job Group: Faculty-Professorial

Total Faculty: 22

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	6	5	4	0	1
Underutilized (Yes/No)?				Y	
Number Underutilized				1	
Actual Utilization Percent	27.3%	22.7%	18.2%	0.0%	4.5%
Labor Market Avail. Percent	24.9%	19.9%	10.3%	4.5%	3.5%

Job Group: Faculty-Lecturer

Total Faculty: 15

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	7	6	4	1	1
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	46.7%	40.0%	26.7%	6.7%	6.7%
Labor Market Avail. Percent	35.2%	29.4%	17.0%	5.4%	5.0%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10225 Dept,Physical Sci

Discipline: Physical Sciences

Job Group: Faculty-Professorial

Total Faculty: 15

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	3	6	4	1	0
Underutilized (Yes/No)?	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	20.0%	40.0%	26.7%	6.7%	0.0%
Labor Market Avail. Percent	33.2%	17.6%	7.5%	3.6%	4.5%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 65068 Language Immersion Program

Discipline: Education - Developmental

Job Group: Faculty-Developmental

Total Faculty: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	4	1	1	1
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	53.8%	30.8%	7.7%	7.7%	7.7%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

APPENDIX F - SUMMARY OF PERSONNEL ACTIVITY

Kingsborough 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).

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

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	(11)	85		68	2	14	1	-	(96)		(79)	(14)	(2)	(1)	-	37	
Male	(14)	38	45%	28	2	7	1	-	(52)	54%	(42)	(7)	(2)	(1)	-	15	41%
Female	3	47	55%	40	-	7	-	-	(44)	46%	(37)	(7)	-	-	-	22	59%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(5)	42	49%	34	2	6	-	-	(47)	49%	(39)	(6)	(2)	-	-	15	41%
Asian	-	5	6%	5	-	-	-	-	(5)	5%	(5)	-	-	-	-	4	11%
Black	(6)	24	28%	19	2	3	-	-	(30)	31%	(25)	(3)	(2)	-	-	7	19%
Hispanic	(1)	10	12%	8	-	2	-	-	(11)	11%	(9)	(2)	-	-	-	4	11%
Other Minority	2	3	4%	2	-	1	-	-	(1)	1%	-	(1)	-	-	-	-	0%
Italian-American	(1)	8	9%	6	-	1	1	-	(9)	9%	(7)	(1)	-	(1)	-	2	5%
White (Not Ital)	(5)	35	41%	28	-	7	-	-	(40)	42%	(33)	(7)	-	-	-	20	54%
All White	(6)	43	51%	34	-	8	1	-	(49)	51%	(40)	(8)	-	(1)	-	22	59%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	(1)	-	0%	-	-	-	-	-	(1)	1%	(1)	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	2	5%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Executive/Administrative/Managerial

		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)	5		2	-	2	1	-	(8)		(6)	(1)	-	(1)	-	7	
Male	(2)	2	40%	-	-	1	1	-	(4)	50%	(2)	(1)	-	(1)	-	1	14%
Female	(1)	3	60%	2	-	1	-	-	(4)	50%	(4)	-	-	-	-	6	86%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(2)	3	60%	1	-	2	-	-	(5)	63%	(4)	(1)	-	-	-	4	57%
Asian	(1)	-	0%	-	-	-	-	-	(1)	13%	(1)	-	-	-	-	1	14%
Black	-	1	20%	-	-	1	-	-	(1)	13%	(1)	-	-	-	-	2	29%
Hispanic	(1)	2	40%	1	-	1	-	-	(3)	38%	(2)	(1)	-	-	-	1	14%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	(1)	1	20%	-	-	-	1	-	(2)	25%	(1)	-	-	(1)	-	-	0%
White (Not Ital)	-	1	20%	1	-	-	-	-	(1)	13%	(1)	-	-	-	-	3	43%
All White	(1)	2	40%	1	-	-	1	-	(3)	38%	(2)	-	-	(1)	-	3	43%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Professional Faculty

		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)	31		26	1	4	-	-	(35)		(31)	(3)	(1)	-	-	16	
Male	(4)	14	45%	12	1	1	-	-	(18)	51%	(17)	-	(1)	-	-	5	31%
Female	-	17	55%	14	-	3	-	-	(17)	49%	(14)	(3)	-	-	-	11	69%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	1	10	32%	8	1	1	-	-	(9)	26%	(7)	(1)	(1)	-	-	3	19%
Asian	3	3	10%	3	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	(1)	4	13%	2	1	1	-	-	(5)	14%	(3)	(1)	(1)	-	-	2	13%
Hispanic	(2)	2	6%	2	-	-	-	-	(4)	11%	(4)	-	-	-	-	1	6%
Other Minority	1	1	3%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	(1)	2	6%	2	-	-	-	-	(3)	9%	(3)	-	-	-	-	1	6%
White (Not Ital)	(4)	19	61%	16	-	3	-	-	(23)	66%	(21)	(2)	-	-	-	12	75%
All White	(5)	21	68%	18	-	3	-	-	(26)	74%	(24)	(2)	-	-	-	13	81%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	6%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Professional Non-Faculty

		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	11	23		19	-	4	-	-	(12)		(11)	(1)	-	-	-	8	
Male	1	5	22%	4	-	1	-	-	(4)	33%	(4)	-	-	-	-	4	50%
Female	10	18	78%	15	-	3	-	-	(8)	67%	(7)	(1)	-	-	-	4	50%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	4	13	57%	11	-	2	-	-	(9)	75%	(8)	(1)	-	-	-	5	63%
Asian	-	1	4%	1	-	-	-	-	(1)	8%	(1)	-	-	-	-	3	38%
Black	2	9	39%	8	-	1	-	-	(7)	58%	(6)	(1)	-	-	-	1	13%
Hispanic	1	2	9%	2	-	-	-	-	(1)	8%	(1)	-	-	-	-	1	13%
Other Minority	1	1	4%	-	-	1	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	1	2	9%	2	-	-	-	-	(1)	8%	(1)	-	-	-	-	-	0%
White (Not Ital)	6	8	35%	6	-	2	-	-	(2)	17%	(2)	-	-	-	-	3	38%
All White	7	10	43%	8	-	2	-	-	(3)	25%	(3)	-	-	-	-	3	38%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	13%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Administrative Support Workers

		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)	4		4	-	-	-	-	(6)		(4)	(2)	-	-	-	-	
Male	1	1	25%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Female	(3)	3	75%	3	-	-	-	-	(6)	100%	(4)	(2)	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	-	2	50%	2	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	2	50%	2	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	(1)	-	0%	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
White (Not Ital)	(1)	2	50%	2	-	-	-	-	(3)	50%	(1)	(2)	-	-	-	-	0%
All White	(2)	2	50%	2	-	-	-	-	(4)	67%	(2)	(2)	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Craft Workers

		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)	4		2	-	2	-	-	(6)		(4)	(2)	-	-	-	1	
Male	(2)	4	100%	2	-	2	-	-	(6)	100%	(4)	(2)	-	-	-	1	100%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	1	2	50%	2	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	1	25%	1	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%
Hispanic	1	1	25%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
White (Not Ital)	(3)	2	50%	-	-	2	-	-	(5)	83%	(3)	(2)	-	-	-	1	100%
All White	(3)	2	50%	-	-	2	-	-	(5)	83%	(3)	(2)	-	-	-	1	100%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Technicians

		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)	4		4	-	-	-	-	(9)		(6)	(3)	-	-	-	3	
Male	(1)	3	75%	3	-	-	-	-	(4)	44%	(2)	(2)	-	-	-	2	67%
Female	(4)	1	25%	1	-	-	-	-	(5)	56%	(4)	(1)	-	-	-	1	33%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(4)	2	50%	2	-	-	-	-	(6)	67%	(4)	(2)	-	-	-	1	33%
Asian	-	1	25%	1	-	-	-	-	(1)	11%	(1)	-	-	-	-	-	0%
Black	(2)	1	25%	1	-	-	-	-	(3)	33%	(2)	(1)	-	-	-	1	33%
Hispanic	(1)	-	0%	-	-	-	-	-	(1)	11%	(1)	-	-	-	-	-	0%
Other Minority	(1)	-	0%	-	-	-	-	-	(1)	11%	-	(1)	-	-	-	-	0%
Italian-American	1	1	25%	1	-	-	-	-	-	0%	-	-	-	-	-	1	33%
White (Not Ital)	(2)	1	25%	1	-	-	-	-	(3)	33%	(2)	(1)	-	-	-	1	33%
All White	(1)	2	50%	2	-	-	-	-	(3)	33%	(2)	(1)	-	-	-	2	67%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

APPENDIX F - SUMMARY OF PERSONAL ACTIVITY

Category Summary

Service Workers and Others

		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)	14		11	1	2	-	-	(20)		(17)	(2)	(1)	-	-	2	
Male	(7)	9	64%	6	1	2	-	-	(16)	80%	(13)	(2)	(1)	-	-	2	100%
Female	1	5	36%	5	-	-	-	-	(4)	20%	(4)	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	(5)	10	71%	8	1	1	-	-	(15)	75%	(13)	(1)	(1)	-	-	2	100%
Asian	(2)	-	0%	-	-	-	-	-	(2)	10%	(2)	-	-	-	-	-	0%
Black	(5)	6	43%	5	1	-	-	-	(11)	55%	(10)	-	(1)	-	-	1	50%
Hispanic	1	3	21%	2	-	1	-	-	(2)	10%	(1)	(1)	-	-	-	1	50%
Other Minority	1	1	7%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Italian-American	-	2	14%	1	-	1	-	-	(2)	10%	(1)	(1)	-	-	-	-	0%
White (Not Ital)	(1)	2	14%	2	-	-	-	-	(3)	15%	(3)	-	-	-	-	-	0%
All White	(1)	4	29%	3	-	1	-	-	(5)	25%	(4)	(1)	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	(1)	-	0%	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

Kingsborough 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).

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 1 (Executive)

ADMIN1-EXEC

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	278	278		13		3		3	
Male	144	144	52%	6	46%	1	33%	1	33%
Female	99	99	36%	6	46%	2	67%	2	67%
Other	35	35	13%	1	8%	-	0%	-	0%
Total Min	145	145	52%	10	77%	2	67%	2	67%
Asian	32	32	12%	2	15%	1	33%	1	33%
Black	63	63	23%	4	31%	-	0%	-	0%
Hispanic/Latino	37	37	13%	4	31%	1	33%	1	33%
Two or More	12	12	4%	-	0%	-	0%	-	0%
Italian American	17	17	6%	1	8%	-	0%	-	0%
White (Not Ital)	100	100	36%	2	15%	1	33%	1	33%
								-	
Unknown	16	16	6%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 2 (Managers)

ADMIN2

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	147	147		17		3		3	
Male	58	58	39%	8	47%	1	33%	1	33%
Female	72	72	49%	8	47%	2	67%	2	67%
Other	17	17	12%	1	6%	-	0%	-	0%
Total Min	78	78	53%	6	35%	1	33%	1	33%
Asian	11	11	7%	1	6%	-	0%	-	0%
Black	46	46	31%	3	18%	-	0%	-	0%
Hispanic/Latino	15	15	10%	2	12%	1	33%	1	33%
Two or More	6	6	4%	-	0%	-	0%	-	0%
Italian American	15	15	10%	3	18%	-	0%	-	0%
White (Not Ital)	50	50	34%	8	47%	2	67%	2	67%
								-	
Unknown	4	4	3%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Faculty-Professorial

FAC-PROF

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	487	487		36		12		10	
Male	232	232	48%	15	42%	2	17%	2	20%
Female	181	181	37%	19	53%	9	75%	7	70%
Other	74	74	15%	2	6%	1	8%	1	10%
Total Min	238	238	49%	17	47%	5	42%	3	30%
Asian	94	94	19%	10	28%	2	17%	1	10%
Black	93	93	19%	6	17%	2	17%	1	10%
Hispanic/Latino	45	45	9%	1	3%	1	8%	1	10%
Two or More	4	4	1%	-	0%	-	0%	-	0%
Italian American	15	15	3%	1	3%	-	0%	-	0%
White (Not Ital)	206	206	42%	15	42%	5	42%	5	50%
								-	
Unknown	28	28	6%	3	8%	2	17%	2	20%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Faculty-Instructor

FAC-INST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	181	181		8		1		1	
Male	49	49	27%	-	0%	-	0%	-	0%
Female	108	108	60%	8	100%	1	100%	1	100%
Other	22	22	12%	-	0%	-	0%	-	0%
Total Min	108	108	60%	5	63%	-	0%	-	0%
Asian	27	27	15%	1	13%	-	0%	-	0%
Black	58	58	32%	2	25%	-	0%	-	0%
Hispanic/Latino	16	16	9%	2	25%	-	0%	-	0%
Two or More	7	7	4%	-	0%	-	0%	-	0%
Italian American	8	8	4%	1	13%	-	0%	-	0%
White (Not Ital)	57	57	31%	2	25%	1	100%	1	100%
								-	
Unknown	8	8	4%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Faculty-Lecturer

FAC-LECT

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	403	403		28		5		5	
Male	202	202	50%	11	39%	3	60%	3	60%
Female	138	138	34%	13	46%	2	40%	2	40%
Other	63	63	16%	4	14%	-	0%	-	0%
Total Min	189	189	47%	13	46%	1	20%	1	20%
Asian	66	66	16%	4	14%	-	0%	-	0%
Black	65	65	16%	5	18%	1	20%	1	20%
Hispanic/Latino	45	45	11%	4	14%	-	0%	-	0%
Two or More	13	13	3%	-	0%	-	0%	-	0%
Italian American	17	17	4%	4	14%	1	20%	1	20%
White (Not Ital)	165	165	41%	9	32%	3	60%	3	60%
								-	
Unknown	32	32	8%	2	7%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Faculty-Developmental

FAC-DEV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	55	55		2		2		2	
Male	22	22	40%	1	50%	1	50%	1	50%
Female	27	27	49%	-	0%	-	0%	-	0%
Other	6	6	11%	1	50%	1	50%	1	50%
Total Min	32	32	58%	1	50%	1	50%	1	50%
Asian	10	10	18%	-	0%	-	0%	-	0%
Black	13	13	24%	-	0%	-	0%	-	0%
Hispanic/Latino	7	7	13%	-	0%	-	0%	-	0%
Two or More	2	2	4%	1	50%	1	50%	1	50%
Italian American	5	5	9%	-	0%	-	0%	-	0%
White (Not Ital)	11	11	20%	1	50%	1	50%	1	50%
								-	
Unknown	7	7	13%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 3 (Professional)

ADMIN3

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	2,759	2,754		106		21		19	
Male	778	778	28%	36	34%	6	29%	5	26%
Female	1,731	1,726	63%	66	62%	14	67%	13	68%
Other	247	247	9%	4	4%	1	5%	1	5%
Total Min	1,908	1,906	69%	63	59%	9	43%	8	42%
Asian	354	353	13%	13	12%	1	5%	1	5%
Black	996	995	36%	31	29%	5	24%	4	21%
Hispanic/Latino	443	443	16%	18	17%	3	14%	3	16%
Two or More	109	109	4%	1	1%	-	0%	-	0%
Italian American	84	84	3%	7	7%	2	10%	1	5%
White (Not Ital)	619	616	22%	29	27%	10	48%	10	53%
								-	
Unknown	148	148	5%	7	7%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 5 (Engineer-Architect)

ADMIN5

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	2	2		-		-		-	
Male	-	-	0%	-	0%	-	0%	-	0%
Female	2	2	100%	-	0%	-	0%	-	0%
Other	-	-	0%	-	0%	-	0%	-	0%
Total Min	-	-	0%	-	0%	-	0%	-	0%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	-	-	0%	-	0%	-	0%	-	0%
Hispanic/Latino	-	-	0%	-	0%	-	0%	-	0%
Two or More	-	-	0%	-	0%	-	0%	-	0%
Italian American	1	1	50%	-	0%	-	0%	-	0%
White (Not Ital)	-	-	0%	-	0%	-	0%	-	0%
								-	
Unknown	1	1	50%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

IT Computer Professional

IT-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	677	677		11		2		2	
Male	475	475	70%	6	55%	-	0%	-	0%
Female	97	97	14%	4	36%	2	100%	2	100%
Other	105	105	16%	1	9%	-	0%	-	0%
Total Min	519	519	77%	9	82%	2	100%	2	100%
Asian	201	201	30%	4	36%	-	0%	-	0%
Black	184	184	27%	3	27%	1	50%	1	50%
Hispanic/Latino	107	107	16%	2	18%	1	50%	1	50%
Two or More	20	20	3%	-	0%	-	0%	-	0%
Italian American	12	12	2%	-	0%	-	0%	-	0%
White (Not Ital)	113	113	17%	2	18%	-	0%	-	0%
								-	
Unknown	33	33	5%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

CUNY Office Assistant

COA

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	8	8		8		1		1	
Male	-	-	0%	-	0%	-	0%	-	0%
Female	8	8	100%	8	100%	1	100%	1	100%
Other	-	-	0%	-	0%	-	0%	-	0%
Total Min	5	5	63%	5	63%	1	100%	1	100%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	5	5	63%	5	63%	1	100%	1	100%
Hispanic/Latino	-	-	0%	-	0%	-	0%	-	0%
Two or More	-	-	0%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	1	1	13%	1	13%	-	0%	-	0%
								-	
Unknown	2	2	25%	2	25%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Skilled Trades

SKLTRD

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	134	134		8		1		1	
Male	89	89	66%	6	75%	1	100%	1	100%
Female	10	10	7%	-	0%	-	0%	-	0%
Other	35	35	26%	2	25%	-	0%	-	0%
Total Min	86	86	64%	4	50%	1	100%	1	100%
Asian	14	14	10%	1	13%	-	0%	-	0%
Black	36	36	27%	2	25%	1	100%	1	100%
Hispanic/Latino	32	32	24%	1	13%	-	0%	-	0%
Two or More	4	4	3%	-	0%	-	0%	-	0%
Italian American	1	1	1%	-	0%	-	0%	-	0%
White (Not Ital)	40	40	30%	4	50%	-	0%	-	0%
								-	
Unknown	7	7	5%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Administration 4 (College Lab Tech)

ADMIN4

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	262	262		24		5		5	
Male	115	115	44%	12	50%	3	60%	3	60%
Female	104	104	40%	7	29%	2	40%	2	40%
Other	43	43	16%	5	21%	-	0%	-	0%
Total Min	172	172	66%	14	58%	2	40%	2	40%
Asian	64	64	24%	4	17%	-	0%	-	0%
Black	54	54	21%	5	21%	1	20%	1	20%
Hispanic/Latino	42	42	16%	5	21%	1	20%	1	20%
Two or More	12	12	5%	-	0%	-	0%	-	0%
Italian American	6	6	2%	1	4%	1	20%	1	20%
White (Not Ital)	64	64	24%	6	25%	2	40%	2	40%
								-	
Unknown	20	20	8%	3	13%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Print Shop

PRINT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	73	73		6		1		1	
Male	38	38	52%	5	83%	1	100%	1	100%
Female	22	22	30%	1	17%	-	0%	-	0%
Other	13	13	18%	-	0%	-	0%	-	0%
Total Min	42	42	58%	1	17%	-	0%	-	0%
Asian	4	4	5%	-	0%	-	0%	-	0%
Black	21	21	29%	1	17%	-	0%	-	0%
Hispanic/Latino	13	13	18%	-	0%	-	0%	-	0%
Two or More	3	3	4%	-	0%	-	0%	-	0%
Italian American	4	4	5%	1	17%	1	100%	1	100%
White (Not Ital)	22	22	30%	4	67%	-	0%	-	0%
								-	
Unknown	5	5	7%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Custodial

CUST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	306	306		6		3		3	
Male	203	203	66%	1	17%	-	0%	-	0%
Female	60	60	20%	4	67%	3	100%	3	100%
Other	43	43	14%	1	17%	-	0%	-	0%
Total Min	258	258	84%	2	33%	2	67%	2	67%
Asian	13	13	4%	-	0%	-	0%	-	0%
Black	158	158	52%	2	33%	2	67%	2	67%
Hispanic/Latino	74	74	24%	-	0%	-	0%	-	0%
Two or More	10	10	3%	-	0%	-	0%	-	0%
Italian American	2	2	1%	-	0%	-	0%	-	0%
White (Not Ital)	30	30	10%	4	67%	1	33%	1	33%
								-	
Unknown	16	16	5%	-	0%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Custodial Supervisor

CUST-SUPV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	52	52		6		1		1	
Male	43	43	83%	4	67%	1	100%	1	100%
Female	5	5	10%	-	0%	-	0%	-	0%
Other	4	4	8%	2	33%	-	0%	-	0%
Total Min	41	41	79%	5	83%	1	100%	1	100%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	26	26	50%	3	50%	-	0%	-	0%
Hispanic/Latino	12	12	23%	1	17%	-	0%	-	0%
Two or More	2	2	4%	1	17%	1	100%	1	100%
Italian American	2	2	4%	-	0%	-	0%	-	0%
White (Not Ital)	8	8	15%	-	0%	-	0%	-	0%
								-	
Unknown	1	1	2%	1	17%	-	0%	-	0%

APPENDIX G - SUMMARY OF RECRUITMENT ACTIVITY

Job Group Summary

Campus Peace Officer-Level 1

CPO-1

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	5	5		5		5		5	
Male	4	4	80%	4	80%	4	80%	4	80%
Female	1	1	20%	1	20%	1	20%	1	20%
Other	-	-	0%	-	0%	-	0%	-	0%
Total Min	2	2	40%	2	40%	2	40%	2	40%
Asian	1	1	20%	1	20%	1	20%	1	20%
Black	1	1	20%	1	20%	1	20%	1	20%
Hispanic/Latino	-	-	0%	-	0%	-	0%	-	0%
Two or More	-	-	0%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	1	1	20%	1	20%	1	20%	1	20%
								-	
Unknown	2	2	40%	2	40%	2	40%	2	40%

APPENDIX H – UTILIZATION OF INDIVIDUALS WITH DISABILITIES

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Kingsborough CC

Appendix H presents utilization of Individuals with Disabilities ("IWD") by Job Group.

The federal benchmark for Individuals with Disabilities is 7.0% for each Job Group. However, there is no requirement to set placement goals.

Total Individual(s) with Disabilities:	8	Percent of total reported employees:	0.9%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	16	0	0.0%
Administration 2 (Manager)	98	0	0.0%
Facility Manager	3	0	0.0%
IT Computer Manager	5	0	0.0%
Security Manager	3	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	252	1	0.4%
Faculty-Instructor	6	0	0.0%
Faculty-Developmental	13	0	0.0%
Faculty-Lecturer	80	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	6	0	0.0%
Administration 3 (Professional)	130	4	3.1%
Administration 5 (Engineer-Architect)	3	0	0.0%
IT Computer Professional	24	1	4.2%
Nurse	1	0	0.0%

Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	4	0	0.0%
Administrative Assistant	15	0	0.0%
Office Assistant	50	0	0.0%
Mail Services Worker	4	0	0.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	9	1	11.1%
Laborers and Helpers	15	0	0.0%
Skilled Trades-Supervisor	1	0	0.0%
Skilled Trades	23	0	0.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	33	1	3.0%
Broadcast/Media	2	0	0.0%
Engineering Technician	2	0	0.0%
IT Support Technician	9	0	0.0%
Print Shop	6	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Peace Officer-Sergeant	12	0	0.0%
Campus Peace Officer-Level 2	2	0	0.0%
Campus Peace Officer-Level 1	29	0	0.0%
Custodial Supervisor	6	0	0.0%
Custodial	56	0	0.0%

APP H-2