

# KINGSBOROUGH COMMUNITY COLLEGE

## 2020-2021 AFFIRMATIVE ACTION PLAN

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

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This plan is available for review at:

The Office of Equal Opportunity & Diversity Management, Room V231 or  
visit our website.



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# PART ONE: INTRODUCTION AND BACKGROUND

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This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. This unit is one of CUNY's 28 Affirmative Action establishments. The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, and resolutions of the CUNY Board of Trustees. In particular, this plan reflects requirements for implementing:

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

The plan reflects the following timeframes:

Employee Census Date:	June 1, 2020
Reporting Year:	June 1, 2019–May 31, 2020
Program Year:	September 1, 2020–August 31, 2021.

Given this year's disruptions due to the 2020 COVID-19 outbreak, we experienced challenges in implementing last year's plan and in completing this year's plan, as discussed later in this report.

The following areas provide highlights:

- Impact of 2020 Events... page 15
- Summary of Workforce by Job Group; Summary by Tenure Status... page 18
- Summary of Underutilization and Goals... page 30
- Action-Oriented Programs for Females and Minorities... page 37
- Hiring Rates, Individuals with Disabilities and Veterans... page 50-51
- Planned Outreach for Individuals with Disabilities and Veterans... page 46

This Plan is available for public review as described on the title page.

We produce a separate Affirmative Action Plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

Web links, confirmed as of June 2020, are subject to change.

## OVERVIEW

### Location, Degrees, Accreditation

Founded in 1963 and part of The City University of New York (CUNY) system, Kingsborough Community College's beautiful 70-acre waterfront campus is 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 from a pool of more than 1,000 community colleges nationwide 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 conducts classes on an innovative academic calendar. Classes are held during a 12week Fall session which starts in September and ends late in December. This is followed by a 6week Winter module which ends in February. A 12week Spring session starts at the beginning of March and ends in the middle of June. This is followed by a 6week Summer module which continues until the end of July.

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. Effective 2019, Kingsborough launched KCC Flex, to offer evening, weekend, and online classes to attract adult and non-traditional students, with some college and no degree.

Kingsborough serves approximately **19,758** students taking credit courses and another **8,506** students taking non-credit and continuing education courses.

#### Academic Programs: Degrees and Certificates:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Applied Science (A.A.S.)
- Online Degrees
- Certificates

## 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.
- 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, as the college’s Dean of Curriculum, and Dr. Kathleen Leaker as 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.
- December 2018, Kingsborough is recognized as a "Top Ten Digital Community College" in a survey on use of technology to improve services, engagement, and collaboration.
- December 2018, Kingsborough excelled at NYSMATYC Mathematics League Competition:
  - Finishing in second place, KCC was one of the top four colleges with the top scoring teams
  - KCC student, Zhi Ying Liang finished 7<sup>th</sup> place in the individual scoring analysis.
- Tyesha James, a biology major at Kingsborough Community College who is focused on becoming an OB/GYN Specialist, is a two-time 2018 National Athlete of the week, CUNYAC Cross Country Champion, National Cross Country Individual Champion, and now National Women's Athlete of the year.
- January 2019, The Jack Kent Cooke Foundation announced the semifinalists for its prestigious **Cooke Undergraduate Transfer Scholarship**. Through this community college transfer scholarship, the Foundation supports high-achieving community college students as they transfer to some of the top four-year institutions in the country to complete their bachelor's degrees. Congratulations to four honor students: Aliyah Howard, Maria Gonzalez, Nicholas James, and Alvin Wu.
- February 2019, Kingsborough Community College earned *Achieving the Dream's* newest recognition for achieving higher student outcomes and narrowing equity gaps. KCC was one of 11 community colleges and the only one in New York State to earn *Leader College of Distinction*.
- April 2019, CUNY Kingsborough Community College was recognized in an award ceremony in Washington, D.C. as one of the top community colleges nationally in the 2019 Aspen Prize for Community College Excellence. The \$1 million Aspen Prize recognizes outstanding institutions selected from an original pool of more than 1,000 community colleges nationwide.
- Kingsborough Honors Students attended CATALYST 2019, in Orlando, FL. The Xi Kappa Chapter was the winner of International Hallmarks for the New York Region.
- May 2019, three students won the David B. Silver Poetry Competition: Maria Victoria Gonzalez, Tiaura-Nala Townsley, and Ana Khutsianidze.
- June 2019, Kingsborough launched KCC Flex, to offer evening, weekend, and online classes to attract adult and non-traditional students, with some college and no degree.
- June 2019, Kingsborough celebrates 10-year partnership with AHRC New York City. AHRC NYC partnered with KCC and the NYS Office of People with Developmental Disabilities to develop an inclusive program for students with IDD.
- Three Kingsborough students win 2019 Women's Forum Education Awards: Mina Asserrare, Donnamarie Recco, and Mariia Kaftanova. The WFEducation Fund Awards are given to high-potential women, age 35 and over, whose education and lives have been disrupted by extreme adversity.



- Class of 2019 Honor Student, Emmerline Ragoonath-DeMattos, awarded Finch Scholarship. This scholarship is awarded annually to four community college females in the New York, New Jersey, and Connecticut area who are transferring to an accredited four-year college.
- Kingsborough Faculty Spotlight to congratulate Professors Maureen Fadem, Lea Fridman and Cheryl Smith on receiving the William P. Kelly Research Fellowship for the 2019-2020 academic year. The award, launched by Interim Chancellor William P. Kelly, is part of CUNY's strategy to support and grow faculty research and scholarly activity at CUNY's community colleges.
- Kingsborough Community College received \$1 million gift to establish the class of 2019 "100 Strong Scholarship Fund" from Barnes & Nobles, Inc. The scholarship fund is to provide full tuition support for two years to 100 Kingsborough students.
- Kingsborough Community College ranked #2 on Niche's 2020 Best Community Colleges in New York.
- September 2019 – President Schrader represented Kingsborough Community College at the West Indian Day Carnival Association VIP Breakfast.
- September 2019 – President Schrader convened the EASC to help advance the college priorities and improve institutional effectiveness.
- November 2019 – The Aspen Institute College Excellence Program named CUNY's 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.
- November 2019 – The Workforce Development and Strategic Partnerships division at Kingsborough Community College was the proud recipient of two distinguished awards: the *James C. Hall Exemplary Program Award* for Non-Credit Program Development was awarded to the CUNY Techworks (CTW) Program; and the *Regional and Charles A. Burns* for Outstanding Adult Continuing Education Student was awarded to Christopher Cox, a graduate of our CUNY Fatherhood Academy program.
- December 2019 – Professor Maureen E. Ruprecht Fadem published, *Silence and Articulacy in the Poetry of Medbh McGuckian*.
- The Workforce Development, Strategic Partnerships and Office of Continuing Education Division have officially been awarded the grant from the Capital One Foundation who is providing community support for the grant project titled: **Capitol One- Accessing the Path to Success from Noncredit to Credit** for \$149,000 to begin January 1, 2020.
- December 2019 – Professor Tanzina Ahmed was selected to participate in the University's Faculty Fellowship Publication Program (FFPP), which is a diversity initiative to assist untenured faculty with the design and execution of scholarly publications.
- December 2019 - The City University of New York received \$1 million from the City Council to address food insecurity among its students. Kingsborough Community College is one of seven community colleges selected to participate in the pilot program.
- The Dime Best of Brooklyn 2020 competition, presented by Dime Community Bank (and Schneps Media), Brooklyn Voted Kingsborough Community College Best Adult Continuing Education Program!
- Kingsborough Theatre Arts fall laboratory production of **PASS OVER by Antoinette Nwandu** was selected as an official invited production of the Region 1 Kennedy Center American College Theatre Festival.
- January 2020 – Six Kingsborough Community College honor students announced as semi-finalists for the Jack Kent Cooke Scholarship.

- Kingsborough’s Professor, Janice Mehlman was featured in the newly revised “*A World History of Photography*” by Naomi Rosenblum. Titled “Veiled Emotions,” the featured photograph was included in an exhibition at London’s Aria Art Gallery *Intimate Truths*, probing issues of biology, gender, sexuality, and emotion through the interconnected dynamic of human relationships through abstract arrangements of fabric.
- January 2020 – Governor Andrew Cuomo’s 2020 State of the State Address was presented at Kingsborough Community College by Lola W. Brabham, New York State Department of Civil Service Acting Commissioner.
- February 2020 – KCC’s Maritime Technology Apprenticeship Program was approved for \$857,543 in funding as part of the New York State Workforce Development Initiative.
- *The Journal of Adult & Continuing Education* accepted for publication, “Formative Study of Noncredit Students at Kingsborough Community College, CUNY” written by Christine Zagari, Director of Workforce Development and Sara Davaasambuu, a former Cap One Researcher.
- Dr. Debra Schultz, Assistant Professor of History, received a \$40,000 ACLS/Mellon Community College Faculty Fellowship for her project *In the Footsteps of Emmett Till: An Intellectual and Experiential Engagement with Civil Rights Movement Legacies*.
- March 2020 – The Katz Center announced the 2020–2021 fellows, focused on the theme of **America’s Jewish Questions**. Dr. Libby Garland of Kingsborough Community College is one of the scholars who will be in residence at the University of Pennsylvania during the 2020–21 academic year to pursue research on the topic of “America’s Jewish Questions.” Dr. Garland’s project is titled *Inventing the Refugee: U.S. Activists and Refugee Policy, 1945-1965*.
- April 2020 – Colin Bosio-Cady, an instructor in KCC’s CUNY Start program, released his first book, *Never a Lovely So Real: The Life and Work of Nelson Algren*, about one of America’s most famous authors.
- Donna-lyn Washington, adjunct lecturer in the English department, published an essay titled, “Frank Yerby and His Readers” in the critical essay anthology *Rediscovering Frank Yerby* from University of Mississippi Press.

## Mission

Kingsborough Community College responds to the needs of its diverse community by offering high quality, affordable, innovative, student-centered programs of study that prepare graduates for transfer and the workforce. The college strives for equity and seeks to provide each student with the appropriate resources and supports to foster success.

## Vision:

Kingsborough Community College encourages students to take an active role in their own learning. The College strives for high quality and continuous improvement in all areas related to student learning, including academic programs, teaching, student services, administration and support, and the campus environment.

## Values:

- Respect – Civility, acceptance, appreciation, and support of individual differences
- Diversity – The proactive fostering of greater inclusion and ultimately equity at every level of college life

- Integrity – Fair and ethical standards in all policies, procedures, and practices
- Excellence – High quality teaching, student services, administration, and community engagement; and high standards for student achievement
- Accountability – Taking responsibility for our actions and outcomes
- Innovation – Creative thinking and approaches that enhance learning and support continuous improvement

## ORGANIZATION CHART

**Appendix A** displays an organization chart.

## RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: 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, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups, 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 posts its [policies on non-discrimination, sexual misconduct, and affirmative action](#) on its website:

### 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**

CUNY's original Affirmative Action Policy of May 28, 1985 is part of its 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.

*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.*

Other important policies are available using the links below.

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

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

[CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#) addresses CUNY process for responding to requests for reasonable accommodations or academic adjustments.

CUNY campuses also report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the [Office of Public Safety and Security](#).

## **Other Policies**

It is our policy 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 president reaffirms the non-discrimination policy annually. The most recently released reaffirmation letter is shown in [\*\*Appendix B\*\*](#).

## **RESPONSIBILITY FOR IMPLEMENTATION**

While the entire community participates in promoting diversity and inclusion, we have assigned certain responsibilities.

### **The President**

The President, Dr. Claudia V. Schrader, oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies, and:

- Designates personnel to manage Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator
- Ensures responsible personnel have authority, staffing, and other resources to fulfill their assigned responsibilities
- Communicates a commitment to equal employment opportunity and issues an annual reaffirmation in support of affirmative action, diversity, and equal opportunity
- Approves and releases required reports, including this Affirmative Action Plan.

### **Chief Diversity Officer**

The President designated Michael J. Valente, Esq. as Chief Diversity Officer (CDO) and Responsible Official who:

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

## Officials

Executives, department chairpersons, managers, and supervisors are critical partners in Equal Employment and Affirmative Action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

## University Management

CUNY's [Office of Recruitment and Diversity](#) (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports [summary statistics](#) and sponsors several university-wide diversity programs.

## IMPACT OF 2020 EVENTS

On March 15, 2020, Chancellor Felix Matos-Rodriguez announced CUNY campuses and non-essential personnel were transitioning to remote learning and working for the remainder of the academic year. As of summer, 2020, this arrangement is still in place. The transition and resulting shifts in priorities affect the university's operations in many ways, including personnel practices. We have cancelled or postponed some hiring plans. We have limited or cancelled public events and other campus activities that we could not conduct remotely.

Certain practices have continued unchanged, such as the listing of job vacancy announcements with workforce agencies. The Chief Diversity Officer has continued to work remotely on:

- Complaint intake and investigation
- Accommodations for Individuals with Disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement, and separation practices
- Consulting to management.

As of this writing, it is difficult to set placement goals or plan action-oriented programs, as we have not finalized operational and personnel plans.

Further information is available on the [CUNY website](#).

## PART TWO: DATA AND ANALYSIS

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We analyze workforce data as mandated through multiple methods that promote a complete assessment:

- Workforce Analysis (employees within organizational units)
- Establishment of job groups and 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 Activities
- Review of Civil Service Hiring
- Review of Compensation.

Details are available from the [US Department of Labor's Office of Contract Compliance Programs](#).

### DATA SOURCES

#### Employee Data

On June 30, 2020, we extracted data on full-time active employees employed as of June 1, 2020 from CUNY's system of record, CUNYFirst. We included individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We did not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data and stressed that providing it is voluntary. We plan to conduct the next canvas in the upcoming year.

We also invite job applicants to self-identify on the job application portal.



## Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for this plan:

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

American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

If a person identifies as both Hispanic/Latino and some another group, they are recorded as Hispanic/Latino, and not as Two or More Races.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American Affirmative Action Plan.

To retain overall comparisons to individuals in federal categories and to prevent double counting, Italian Americans are not included in Total Minorities in either plan. If individuals indicate both Italian American and federally protected ethnicity categories, we default to the federally protected category, to prevent double counting.

We use federally mandated gender categories of male and female for purposes of this plan. Our system captures non-binary general identification, but only individuals identifying as “female” are included in the federally protected gender category.

Of a total of **921** employees, they self-identified as follows:

- Gender:
  - 499 Female
  - 420 Male
  - 2 Other/Unknown gender.
- Race/Ethnicity:
  - 443 Total Minority, 68 Asian, 225 Black/African American, 137 Hispanic/Latino
  - 475 White.
- Individuals with Disabilities – 11 employees.
- Veterans – 12 employees.

Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group. 5 employees did not identify a Veteran status and 9 did not identify a Disability status. Disability and Veteran status are priorities for future self-identification campaigns.

## Labor Market Source Data

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train, or promote, by job group. CUNY re-calculates availability every other year, most recently in 2019. Data sources include:

- For internal candidates, employee appointments CUNY-wide over 2016-2017 and 2017-2018 for weighting and feeder jobs, applied to the June 1, 2018 employee census.
- For external candidates, US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), specifically, extracted from University of Minnesota's Public User Microdata Sample (iPUMS).
- For faculty discipline-based estimates: US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final); evaluated by Classification of Instructional Programs (CIP), most often at two-digit level (major category).

## WORKFORCE ANALYSIS

In Workforce Analysis, we reviewed representation of females and minorities by division, department, and title, to evaluate diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department.

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

## JOB GROUPS, DISCIPLINES, AND MARKET DATA

### Job Groups

Except for the Workforce Analysis, we analyze data by groups of jobs with similar duties, qualifications, and other conditions of employment. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We further organize job groups into categories based on federal EEO-1 categories.

The next two pages provide a summary of staffing by job group, followed by a summary of professorial faculty by rank and tenure status.

**Workforce Summary by Job Group and Category (June, 2020)**

Kingsborough CC

Total Employees: 921

**Executive/Administrative/Managerial**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 1 (Chief Executive)	1	1	100.0%	1	100.0%
Administration 1 (Executive)	19	12	63.2%	13	68.4%
Administration 2 (Manager)	99	73	73.7%	59	59.6%
Facility Manager	3	0	0.0%	1	33.3%
IT Computer Manager	5	0	0.0%	1	20.0%
Security Manager	4	2	50.0%	4	100.0%

**Professional Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty-Professorial	229	122	53.3%	62	27.1%
Faculty-Librarian	12	8	66.7%	4	33.3%
Faculty-Instructor	2	1	50.0%	0	0.0%
Faculty-Lecturer	94	50	53.2%	32	34.0%
Faculty-Developmental	13	5	38.5%	3	23.1%

**Professional Non-Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant	4	4	100.0%	1	25.0%
Administration 3 (Professional)	141	105	74.5%	88	62.4%
Administration 5 (Engineer-Architect)	2	0	0.0%	1	50.0%
IT Computer Professional	24	7	29.2%	18	75.0%
Nurse	1	1	100.0%	0	0.0%

**Administrative Support Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant Assistant	4	4	100.0%	1	25.0%
Administrative Assistant	16	16	100.0%	4	25.0%
Office Assistant	42	39	92.9%	12	28.6%
Mail Services Worker	4	1	25.0%	1	25.0%

**Craft Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	8	0	0.0%	3	37.5%
Laborers and Helpers	16	0	0.0%	13	81.3%
Skilled Trades-Supervisor	1	0	0.0%	0	0.0%
Skilled Trades	24	0	0.0%	9	37.5%

**Technicians**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	33	15	45.5%	14	42.4%
Broadcast/Media	2	0	0.0%	0	0.0%
Engineering Technician	2	2	100.0%	2	100.0%
IT Support Technician	10	4	40.0%	5	50.0%
Print Shop	5	0	0.0%	3	60.0%

**Service Workers and Others**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	12	3	25.0%	9	75.0%
Campus Peace Officer	22	4	18.2%	21	95.5%
Campus Security Assistant	8	2	25.0%	8	100.0%
Custodial Supervisor	8	3	37.5%	7	87.5%
Custodial	51	15	29.4%	43	84.3%

Workforce Summary

**Summary for Professorial Rank Faculty by Title and Tenure Status (June, 2020)**

**Kingsborough CC**

**Total Professorial Faculty: 229**

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" which applies to titles where tenure status is not given.

<b>Title</b>	<b>Ttl Empls</b>	<b>Female #</b>	<b>Female %</b>	<b>Minority #</b>	<b>Minority %</b>
<b>Asst Professor</b>	91	48	52.7%	29	31.9%
Substitute <6 Mo no prior svc	3	2	66.7%	0	0.0%
Substitute >=6 Mo Or Prior Ben	2	0	0.0%	1	50.0%
Tenured	32	14	43.8%	9	28.1%
Track Tenure	54	32	59.3%	19	35.2%
<b>Assc Professor</b>	69	45	65.2%	17	24.6%
Tenured	61	41	67.2%	15	24.6%
Track Tenure	8	4	50.0%	2	25.0%
<b>Professor</b>	69	29	42.0%	16	23.2%
Tenured	69	29	42.0%	16	23.2%

## Disciplines

We analyze data about Faculty and College Laboratory Technicians based on academic discipline. With few exceptions, CUNY assigns faculty departments to disciplines as per the Classification of Instructional Programs (CIP). For College Laboratory Technicians, we evaluate disciplines by assigning departments to either a Scientific/Engineering/Technical group or a General group. [Appendix D](#) lists these assignments. This past year, there were no material changes to the discipline assignments.

## Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY typically reviews Labor Market Availability every other year and did not revise estimates this year. The appendices listed above provide the basis for each calculation. We utilize the following factors:

### Weighting of Internal/External Labor Market

The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

### Geography

We base geographic factors on both CUNY policy and actual hiring experience.

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.
- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.
- New York State-only labor market where New York State residency is required by statute:
  - College Security Assistant
  - Campus Peace Officer
  - Campus Public Safety Sergeant
  - Security Manager.
- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

### Qualifications – Other than Collegiate Faculty

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.
- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through master's level.
- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards; for example, a bachelor's degree assumes a standard age of 21, and a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

### Qualifications - Collegiate Faculty

We assign faculty titles to Professorial, Instructor, or Lecturer job groups based on title; and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
  - Professorial: Doctoral Degree
  - Instructor: Master's Degree
  - Lecturer: Bachelor's or master's degree.
- Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or assign individual faculty to disciplines.

## UTILIZATION ANALYSIS

We compare female and total minority utilization with the estimated labor market by job group. We also evaluate utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino).

There must be at least five incumbents in order to evaluate a job group. Analyzing groups of less than 30 employees may generate less reliable results than those with larger populations. The President's position reports outside of our establishment and is not included.

We report underutilization where the percent of individuals in a protected group is less than 80% below labor market estimate and the difference is equal to at least one full-time equivalent employee.

We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

**Appendix E** details utilization/underutilization in each category (job group and/or academic discipline).

Small year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, numbers may change substantially even with a change in only one employee.

The following pages summarize staffing and underutilization for each job group.

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

**2020 - 2021**

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Note changes were made to job groups for security staff in 2019. 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

**Category: Executive/Administrative/Managerial**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 1 (Executive)</b>							
2020	19						
2019	18						
2018	16						
<b>Administration 2 (Manager)</b>							
2020	99				8		
2019	102				8		
2018	98				6		
<b>IT Computer Manager</b>							
2020	5	1	2	1		1	
2019	5	1	2	1		1	
2018	5	1	0	1		0	

**Category: Professional Non-Faculty**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Accountant</b>							
2019	5			3	1	2	
2018	6			3	2	2	
<b>Administration 3 (Professional)</b>							
2020	141				5		
2019	138				6		
2018	130						
<b>IT Computer Professional</b>							
2020	24	3			4		
2019	25	4			4		



Category: Professional Non-Faculty

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>IT Computer Professional</b>							
2018		24			2		

Category: Administrative Support Workers

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administrative Assistant</b>							
2020		16		7	1	4	3
2019		16		7	1	4	3
2018		15		9	1	4	4
<b>Office Assistant</b>							
2020		42		5	2		3
2019		49		6	3		5
2018		50			1		2

Category: Craft Workers

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Basic Crafts-Buildings and Grounds</b>							
2020		8	1	2		1	2
2019		9	1	2			2
2018		9	2				1
<b>Laborers and Helpers</b>							
2020		16	3		1		2
2019		16	3		1		2
2018		15	3		0		
<b>Skilled Trades</b>							
2020		24	1				2
2019		24					
2018		23	1				

Category: Technicians

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 4 (College Lab Tech) - Other</b>							
2020		16		2	4		1
2019		16		3	4		1
2018		16			1		

Category: Technicians

	Total Staff	UNDERUTILIZATION				
		Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 4 (College Lab Tech) - Sci/Tech/Eng</b>						
2020	17			2		
2019	18			1		
2018	17					
<b>IT Support Technician</b>						
2020	10				1	
2019	9				1	
2018	9				1	
<b>Print Shop</b>						
2020	5	1		0		
2019	5	1		0		
2018	6	2		0		

Category: Service Workers and Others

	Total Staff	UNDERUTILIZATION				
		Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Campus Peace Officer</b>						
2020	22			1		
2019	20			2		
<b>Campus Peace Officer (2018-CPO Level 1)</b>						
2018	29	3		2		
<b>Campus Public Safety Sergeant</b>						
2020	12				2	
2019	11				2	
2018	12				2	
<b>Campus Security Assistant</b>						
2020	8			1		1
2019	11			1		1
<b>Custodial</b>						
2020	51					8
2019	57					11
2018	56					
<b>Custodial Supervisor</b>						
2020	8			0		
2019	7					
2018	6			0		

**Exhibit: Summary of Historical Changes in Underutilization - Faculty  
Kingsborough CC**

2020 - 2021

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

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Notes:

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

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

**Faculty-Professorial**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Biological and Biomedical Sciences</b>							
2020	21						
2019	21						
2018	24						
<b>Business, Management, Marketing, Support Services</b>							
2020	14			3		2	1
2019	15			4		2	1
2018	15			3		2	1
<b>Communications, Journalism, etc. AND Visual and Performing A</b>							
2020	13	3					
2019	13	3					
2018	14	4					
<b>English Language and Literature/Letters</b>							
2020	41						1
2019	42						1
2018	44						1
<b>Health Professions and Related Programs</b>							
2020	33				4		1
2019	28				3		
2018	30				1		
<b>Liberal Arts and Sciences, General Studies &amp; Humanities</b>							
2020	22	4			1		1
2019	22	4			1		1



**Faculty-Professorial**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/African Am.	Hispanic/Latino
	2018	23	3		1		0
<b>Library (Librarians/Non-Teaching)</b>							
	2018	11				1	
<b>Mathematics and Computer Science</b>							
	2020	21				1	
	2019	20				1	
	2018	22				1	
<b>Parks, Recreation, Leisure and Fitness Studies</b>							
	2020	5	1		0		
	2019	5	1		0		
	2018	6	1		0		
<b>Physical Sciences</b>							
	2020	12	3			0	1
	2019	14	4				1
	2018	15	2				1
<b>Social Sciences</b>							
	2020	30					
	2019	31					
	2018	30			1		
<b>Visual and Performing Arts</b>							
	2020	12				0	
	2019	13		1		1	
	2018	13				0	

**Faculty-Librarian**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Library (Librarians/Non-Teaching)</b>							
	2020	12					
	2019	12				1	

**Faculty-Lecturer**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Biological and Biomedical Sciences</b>							
	2020	5				0	
	2019	5				0	

**Faculty-Lecturer**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Business, Management, Marketing, Support Services</b>							
2020	20			3	2		1
2019	18			2	1		
2018	18				1		
<b>English Language and Literature/Letters</b>							
2020	15			1	1		1
2019	16			1	1		1
2018	16				1		
<b>Health Professions and Related Programs</b>							
2020	9	4					
<b>Liberal Arts and Sciences, General Studies &amp; Humanities</b>							
2019	5	2			0		1
<b>Mathematics and Computer Science</b>							
2020	15					0	2
2019	16					0	1
2018	15						
<b>Parks, Recreation, Leisure and Fitness Studies</b>							
2020	7				0		
2019	7				0		
2018	6				0		
<b>Social Sciences</b>							
2020	6			1	1		
2019	8			2	1	1	0
2018	6			1	0	1	

**Faculty-Developmental**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/African Am.	Hispanic/Latino
<b>Education - Developmental</b>							
2020	13	3		1	0	1	
2019	12	3			0	1	
2018	13						

## 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, other possible factors: individuals joined either from lower or higher groups, hired from other colleges or the result of an outside hire.

### Staff and College Lab Techs

#### Category: Executive/Administrative/Managerial

- For *Administration 1 (Executive)*, we saw an increase in total staff by 1. There was no underutilization for gender and/or in any of the minority groups.
- For *Administration 2 (Manager)*, we saw a decrease in total staff by 3. There were no changes in underutilization for gender and/or in any of the minority groups.
- For *IT Computer Manager*, there were no changes in the total staff. There were no changes in underutilization in any of the minority groups.

#### Category: Professional Non-Faculty

- For *Accountant*, we saw no changes in the total staff, gender and/or in any of the minority groups.
- For *Administration 3 (Professional)*, we saw an increase in total staff by 3. There was a decrease in underutilization of Asians (6-5).
- For *IT Computer Professional*, we saw a decrease in total staff by 1. There was a decrease in the underutilization of female (4-3).

#### Category: Administrative Support Workers

- For *Administrative Assistant*, there were no changes in total staff. We saw no changes in underutilization in any of the minority groups.
- For *Office Assistant*, we saw a decrease in total staff by 7. The total minority decreased by 1. There was a decrease in the underutilization of Asian (3-2) and Hispanic/Latino (5-3).

#### Category: Craft Workers

- For *Basic Crafts-Buildings and Grounds*, we saw a decrease in total staff by 1. There was an increase in underutilization of Black/African Am to 1.
- For *Laborers and Helpers*, there were no changes in total staff. There were no changes in the underutilization in any of the minority groups.

- For *Skilled Traders*, there were no changes in total staff. There was an increase in the underutilization of female by 1 and an increase of Hispanic/Latino by 2.

#### Category: Technicians

- For *Administration 4 (College Lab Tech) - Other*, we saw no changes in total staff. There was a decrease in the underutilization of total minority from 3 to 2.
- For *Administration 4 (College Lab Tech) – Sci/Tech/Eng*, we saw a decrease in the total staff by 1. There was an increase in the underutilization of Asian from 1 to 2.
- For *IT Support Technician*, we saw an increase in the total staff by 1. There were no changes in the underutilization in any of the minority groups.
- For *Print Shop*, there were no changes in total staff. There were no changes in the underutilization in any of the minority groups.

#### Category: Service Workers and Others

- For *Campus Peace Officer*, there was an increase in total staff by 2. We saw a decrease in the underutilization of Asian 2 to 1.
- For *Campus Public Safety Sergeant*, there was an increase in total staff by 1. We saw no changes in the underutilization in any of the minority groups.
- For *Campus Security Assistant*, we saw a decrease in total staff by 3. There were no changes in the underutilization in any of the minority groups.
- For *Custodial*, we saw a decrease in total staff by 6. There was a decrease in the underutilization of Hispanic/Latino 11 to 8.
- For *Custodial Supervisor*, we saw an increase in total staff by 1. We saw no changes in the underutilization in any of the minority groups.

## **Faculty**

#### Category: Faculty-Professorial

- For *Biological and Biomedical Sciences*, we saw no changes in total staff. We saw no changes in the underutilization in any of the minority groups.
- For *Business, Management, Marketing, Support Services*, we saw a decrease in total staff by 1. There was a decrease in total minority by 1.
- For *Communications, Journalism, etc. AND Visual and Performing A*, we saw no changes in total staff. There were no changes in the underutilization in any of the minority groups.

- For *English Language and Literature/Letters*, we saw a decrease in total staff by 1. We saw no changes in the underutilization in any of the minority groups.
- For *Health Professions and Related Programs*, we saw an increase in total staff by 5. There was an increase in the underutilization of Asian by 1 and Hispanic/Latino by 1.
- For *Liberal Arts and Sciences, General Studies & Humanities*, we saw no changes in total staff. There were no changes in the underutilization in any of the minority groups.
- For *Mathematics and Computer Science*, we saw an increase in total staff by 1. We saw no changes in the underutilization in any of the minority groups.
- For *Parks, Recreation, Leisure and Fitness Studies*, we saw no changes in the total staff. There were no changes in the underutilization in any of the minority groups.
- For *Physical Sciences*, we saw an increase in the total staff by 2. There was a decrease in the underutilization of female by 1.
- For *Social Sciences*, we saw a decrease in the total staff by 1. There were no changes in the underutilization in any of the minority groups.
- For *Visual and Performing Arts*, we saw a decrease in the total staff by 1. There was a decrease in the underutilization of Black/African Am by 1.

Category: Faculty-Librarian

- For the *Library (Librarian/Non-Teaching)*, we saw no changes in total staff. There was a decrease in the underutilization of Black/African Am from 1 to no underutilization.

Category: Faculty-Lecturer

- For *Biological and Biomedical Sciences*, we saw no changes in total staff and in the underutilization in any of the minority groups.
- For *Business, Management, Marketing, Support Services*, we saw an increase in total staff by 2. There was an increase in the underutilization of total minority by 1, an increase of Asian by 1 and Hispanic/Latino by 1.
- For *English Language and Literature/Letters*, we saw a decrease in total staff by 1. There were no changes in the underutilization in any of the minority groups.
- For *Mathematics and Computer Sciences*, we saw a decrease in total staff by 1. There was an increase in the underutilization of Hispanic/Latino by 1.
- For *Parks, Recreation, Leisure and Fitness Studies*, we saw no changes in total staff and no changes in the underutilization in any of the minority groups.



- For *Social Sciences*, we saw a decrease in total staff by 2. There was a decrease in the underutilization of total minority by 1.

Category: Faculty-Development

- For *Education-Development*, we saw an increase in total staff by 1. There were no changes in the underutilization in any of the minority groups.

## OTHER ANALYSES

### Personnel Activity

We review personnel actions for adverse impact (selections at substantially different rates for different groups). Chief Diversity Officers review activity for all job groups and report results for those groups with a material number of actions and/or applicants.

**Appendix F** provides net changes by job group:

- Job Actions by Gender and Ethnicity
- Faculty Tenure Actions by Gender and Ethnicity.

To analyze net changes by job group, we compare employee title changes between two reference dates (June 1, 2019 and June 1, 2020). We note hires, moves to a higher or lower job group, moves within a job group, and separations. This produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year.

Employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one and a hire in the other.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. For professorial faculty, there are additional reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

**Appendix F** provides details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

Observation on appointment data and tenure actions:

- Total of **6** minority individuals gained tenure
- **3** Female Associate Professors gained tenure
- **2** Female Assistant Professors gained tenure
- **5** Female Lecturers, including **1** Hispanic/Latino and **1** Asian/Nat Haw/Other Pac. Isl. gained tenure

## Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. The Chief Diversity Officer also reviews Recruiting Plans for intended outreach.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee. The Chief Diversity Officer provides an orientation, or “charge,” to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected group.

**Appendix G** summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2019 and May 31, 2020.

We report all searches resulting in an offer. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1.

As per federal *Internet Applicant* guidelines, we consider an “applicant” to be someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans.

In the previous year, we made three (3) exception hires through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources only. The Chief Diversity Officer and university management approve waiver applications.

## Civil Service Hiring

We participated in 4 university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil

Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

The Hiring Pools and number of hires include:

1. CUNY Office Assistant (COA) – 0
2. Campus Peace Officer (CPO) – 6
3. Campus Security Assistant (CSA) – 2 conditional offers were made, but were rescinded due to campus closure
4. Painter – held a pool, then canceled due to campus closure.

## Compensation

Employee pay plans are governed by bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and/or university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:

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

We review average salaries by job group and title and evaluate areas with a discrepancy of 5% or more for a material number of employees.

The CDO reviewed the Compensation Report with Human Resources, and informed President Schrader accordingly on December 9, 2020 that there were no identified major concerns regarding compensation equity for which legitimate explanations could not be provided, e.g., collective bargaining agreements, pay schedules, longevity, market/labor forces, candidate skill sets and experiences, starting salaries, and classified civil service plans.

However, in accordance with law and to help ensure fairness and equity in compensation decisions, hiring managers are instructed to not inquire into an applicant's compensation history.

## **PART THREE: ACTION-ORIENTED PROGRAMS**

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This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year's goals.

Part Three contains:

- Prior-Year Programs
- 2020-2021 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

## PRIOR-YEAR PROGRAMS

Last year, we undertook the following to support Affirmative Action and create a climate of inclusion:

- Faculty Fellowship Publication Program Fellows
- Ongoing Programs and Public Events
- Ongoing Meetings and Engagement with executives and managers
- Campus Climate Committee
- Audits and Review
- Targeted recruiting programs
- General outreach
- Changes in procedures
- Staff and employee training

Fall 2019, President Schrader commissioned a Campus Climate Committee to monitor among other things, diversity and inclusion matters on campus. The Chief Diversity Officer is a member of this committee.

As noted earlier, events related COVID-19 have limited some implementation plans.

### Summary of Campus Programs, 2019-2020

Planned Campus Programs, 2019-2020

- Fall 2019:
  - 6<sup>th</sup> Annual KCC Diversity Symposium Week
  - Enough is Enough
  - Women's Health Workshops
  - Mexican Celebration Dia de los Muertos
  - Student Union and Intercultural Center Events
  - LGBTQ+ History Month, October 2019
  - Trans Awareness Week, November 2019
  - Safe Zone Training for Faculty and Staff
  - Taste the Rainbow Queer Food Preservation Workshop
  - A Brooklyn Immigration Forum at KCC, with Deputy Chief of Immigrant Affairs Unit
  - WKRB Celebrates College Radio Day 2019
- Black History Month, 2020:
  - Black History Read-In: *A Stringy Situation*
  - The Tuskegee Study Lecture
  - Weeksville Tour: A screening of the film, *Digging Up Black Pride*
  - Black History Month Trivia
- Women's History Month, 2020:
  - "On the Basis of Sex" Movie & Panel Discussion
  - Career Panel: Black Girl Magic/Nevertheless...
  - "Women Inventors, Hidden Figures"

- Women in Law Enforcement/Career Panel Discussion
- “Vagina Monologues”: A performance to break down the barriers of secrecy and shame surrounding both the use of the word "vagina"
- The Flamenco Festival 2020 at KCC, with award-winning Maria Moreno in *Alas de Recuerdo*
- Disability Awareness Week, April 2-8, 2020
- KCTL – committed to advancing student learning through:
  - Faculty Interest Groups (FIG):
    - Bodies and Sexualities in the Classroom
    - Culturally Responsive Teaching: Language Diversity in the Classroom
    - Women’s Gender and Sexuality Studies
  - Winter Workshops 2020: The Promise and Practice of Inclusive Teaching
  - Grant Writing Workshops
  - Student Mentoring Program
- International Peace Day!
- UndocuAlly Trainings

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
- Learned skills needed in a multicultural environment
- Helped to prepare individuals to value cultural differences and treat people with dignity
- Enhanced productivity

## 2020-2021 PLANNED PROGRAMS

In this section, we affirm placement goals and key initiatives.

### Planned Campus Programs, 2020-2021

- Annual KCC Diversity Symposium Week
- Enough is Enough
- Women’s Health Workshops
- Student Union and Intercultural Center Events
- LGBTQ+ History Month
- Trans Awareness Week
- Safe Zone Training for Faculty and Staff
- WKRB Celebrates College Radio Day
- Disability Awareness Week
- Panel(s) sponsored by WGS and FIGS
- KCTL Programs
- Transgender Day of Remembrance
- Student Panel on College Policies

- Counseling Center Mental Health Support Programs
- HURFS Panel Discussion on Equity & Inclusion
- Women's Center Breast Cancer Awareness Event

Impact on Faculty/Staff/Students:

- Cultivate an environment of inclusivity
- Increase opportunities for open and constructive dialogue
- Engage and connect 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

CUNY's headquarters Office Human of Resources Management:

- Lists job vacancies with State Workforce Agencies and Veterans' centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Distributes training materials on effective recruiting and selection
- Provides training and updates to Chief Diversity Officers.

CUNY implemented an on-line training program for faculty and staff on sexual harassment prevention; we regularly review training records and follow-up with individuals who have not participated.

Recruitment policies support 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
- Collecting applications in a single system where pre-established screening practices may be applied



- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability status when applying; data is kept confidentially and used to analyze applicant pools
- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

## **INTERNAL AUDIT AND REPORTING**

The Chief Diversity Officer posts and distributes notices of policies, new/revised 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's responsibilities for audits and reviews include:

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations
- Monitoring employee self-identification programs
- Reviewing recruiting outreach and advertising
- Monitoring complaints/incident reports which may indicate underlying trends
- Reviewing personnel practices and the Affirmative Action Plan with management
- Advising management of program effectiveness and providing recommendations for improvement.

The Chief Diversity Officer works with the Human Resources function to assure employment records, including records in CUNYfirst (HR Information System) are complete, accurate, and up-to-date.

## **PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS**

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

Part Four, as mandated by regulation, contains:

- Equal Opportunity and Non-Discrimination Policy
- Review of Personnel Processes
- Review of Physical and Mental Qualifications
- Reasonable Accommodations
- Harassment Prevention Procedures
- External Policy Dissemination
- Outreach and Positive Recruiting
- Internal Policy Dissemination
- Implementation Responsibility
- 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 is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY’s mission. Further details are available at [CUNY policy site: https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/).

## **REVIEW OF PERSONNEL PROCESSES**

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit access to employment. We include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY’s online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data. We last conducted a self-identification campaign in 2018 and plan to have the next comprehensive campaign in the next plan year.

## REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified Individuals with Disabilities or Protected Veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. The university also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

## REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to Individuals with Disabilities and Disabled Veterans in employment matters. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The College contact for accommodation requests is:

Name: Office of Human Resources  
Phone (718) 368-5436  
Email: Human.Resources@kbcc.cuny.edu

Click here for [\*CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments\*](#).

Information for applicants for employment is provided on the Employment Page of the CUNY Website and (where provided on campus website). The statement reads:

*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 or contact the [CUNY Office of Recruitment and Diversity](#) or call 646-664-3295 at 395 Hudson St., New York, NY 10014.*

We provide reasonable accommodations to individuals based on a disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

This past year:

- While recognizing requests may be resolved informally, we documented **12** employee accommodation requests, successfully concluded **11** times and appealed **zero** times. Currently, there are **no** outstanding appeals.
- The College responded to **zero** requests for reasonable accommodation from job applicants.
- We upgraded campus facilities to improve access in the following areas:
  - U Building – new fire alarm system
  - Library Study Rooms – paint, lighting and floor tile installed
  - M386 KCEL Program – paint and furniture upgrade
  - Campus Exterior – lighting and security upgrade
  - Bursar Renovation Project – new floor, ceiling, lighting, furniture, equipment and ADA Compliant counters for wheelchair and scooter users
  - T2, T3, T4, T7, T8, North and Main Gates, Arts and Science Areas – lighting restored and upgraded
  - T7 – HVAC Capital Project
  - Swimming Pool Replacement Project
- Other improvements, which includes acquired equipment and upgraded technology:
  - Mobile ID Card on Smartphones
  - Access-Ability Services include:
    - A digital student hub for registered students to access relevant information about the college, our services, events on campus, job and scholarship opportunities and more. The hub also offers the opportunity for students to interact through text, video and audio chat. Students can space post about their interests, tips on studying and general life hacks.
    - A virtual study hall that is hosted by tutors but fosters self-directed learning and peer to peer support.

## **HARASSMENT PREVENTION PROCEDURES**

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity Officer reviews practices for Veterans.

## EXTERNAL POLICY DISSEMINATION

Each job vacancy announcement includes a summary of CUNY’s policy.

CUNY posts its [Non-Discrimination Policy](#) on its employment [website](#).

CUNY's [Office of Labor Relations](#) provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the Affirmative Action Policy to subcontractors, vendors, and suppliers, requesting compliance.

## OUTREACH AND POSITIVE RECRUITING

### Summary of Prior-Year Outreach

This past year, we made the following outreach efforts to Veterans and Individuals with Disabilities:

- Agency for Persons with Disabilities (APD)
- Allsup Employment Services
- Bosma Enterprises
- Deaf to Work
- Easter Seals
- Enable America
- Land A Job
- Maryland Works, Inc.
- Options Unlimited, Inc.
- Our Ability • Quest
- Think Beyond the Label
- United Spinal Association
- US.jobs Disability
- VetCentral – Disabled Veteran Outreach Program Representatives (DVOPs)
- Workforce Recruitment Program
- Work in Iowa Disability (Iowa State Workforce) Impact/Discussion To enable veterans and individuals with disability to transition to civilian society and gain employment opportunities.

### Planned Outreach for 2020-2021

<b>Program / Effort</b>	<b>Goals/Expected Impact</b>
Postings on job boards and organizations specifically geared towards Veterans and Individuals with Disabilities.	Achieving a broader reach for Veterans and Individuals with Disabilities, seeking employment opportunities.

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching 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 annual federal VETS-4212 report
- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (as per NY State statute).

## **INTERNAL POLICY DISSEMINATION**

To foster positive support for Affirmative Action programs for Protected Veterans and Individuals with Disabilities, we have:

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

- Other College programs and activities:
  - Title IX Training for Faculty and Staff
  - Title IX Training for various student groups
  - EEO/Title IX Training
  - Faculty Development Workshop to Support Students
  - ACT Meeting
  - Compensation Analysis Meeting
  - Faculty Diversity Dialogue

## **IMPLEMENTATION RESPONSIBILITY**

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

### **The President**

President Claudia V. Schrader oversees Affirmative Action and compliance programs. She appointed a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

### **504/ADA Coordinator**

The President assigned the duties of the 504/ADA Coordinator to Michael J. Valente, Esq., Chief Diversity Officer. Responsibilities include:

- Chairs 504/ADA team
- Monitors 504/ADA compliance
- Reviews and resolve issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Ensures records are stored securely and confidentiality is maintained
- Provides training as needed on issues related to Individuals with Disabilities.



## 504/ADA Team

The 504/ADA Team works with the 504/ADA Coordinator to address student and employee disability-related matters, including programs for disabled Veterans and Individuals with Disabilities. Members are:

- Michael J. Valente, Esq., Chief Diversity Officer
- Stella Woodroffe, Access-Abilities Coordinator
- Cynthia Mendola, HR Coordinator

## Other Officials

Other officials assume help assure compliance with regulations through working with management to fund, identify and implement accommodations and other accessibility improvements.

Provide details of any other groups here, for example committees related to Veterans' affairs

## University Management

CUNY's [Office of Recruitment and Diversity](#) reports summary statistics, posted online.

## TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan.

- Kingsborough Diversity Symposium
- Faculty Presentation: Reappointment, Tenure and Promotion
- Faculty Development Workshop to Support Students
- HR Recruiting Network Meetings
- CDO/HR/Labor Designee Meetings
- Annual CDO/HR/Legal/Public Safety Title IX Meetings
- Faculty Diversity Dialogue
- CDO/UACD Meeting
- Ongoing legal education for CDO

## AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a Veteran or Individual with a Disability.

The 504/ADA Coordinator oversees audit and reporting in support of Individuals with Disabilities. He identifies and addresses barriers to access and evaluates remedial actions.

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

## BENCHMARK COMPARISONS

### Staffing

**Appendix H** summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no guideline for Veteran utilization.

### Hiring Rates

The Exhibit on the following page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with previous plan years, presented as prescribed by the US Department of Labor.

In March 2020, the federal benchmark Hiring Rate for Veterans was set at 5.7%, representing the prevalence of veterans in the United States workforce. The previous rate from March 2019 was 5.9%.

There is no hiring rate benchmark for Individuals with Disabilities.

## Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

### Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.7% as of March 2020.

Factor	2019-2020	2018-2019	2017-2018
<b>Benchmark</b>	<b>5.7%</b>	<b>5.9%</b>	<b>6.4%</b>
A. Number of applicants who self-identified as Veterans before an offer of employment is made	79	78	85
B. Total number of job openings	48	44	57
C. Total number of jobs filled	48	41	57
D. Total number of applicants for all jobs	4256	5622	5824
E. Number of Veteran applicants hired	0	0	1
F. Total number of applicants hired	48	41	62
<b>Hiring Rate (E divided by F)</b>	0%	0%	1%
<b>Was Benchmark Met? (Yes/No)</b>	No	No	No

### Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2019-2020	2018-2019	2017-2018
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	160	198	207
B. Total number of job openings	48	44	57
C. Total number of jobs filled	48	41	57
D. Total number of applicants for all jobs	4256	5622	5824
E. Number of Individuals with Disabilities hired	2	1	1
F. Total number of applicants hired	48	41	62
<b>Hiring Rate (E Divided by F)</b>	4.2%	2%	1%

# APPENDICES

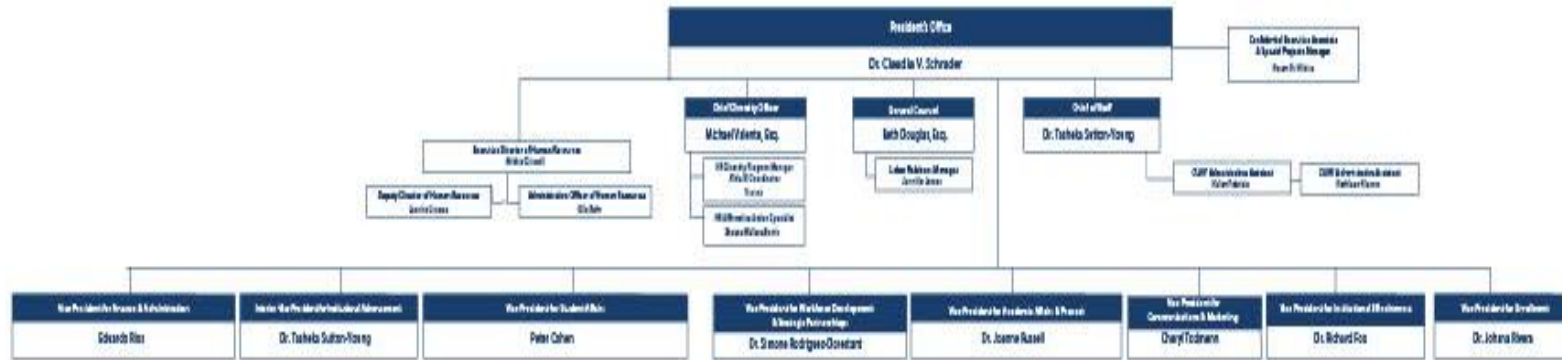
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- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS,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

**Kingsborough CC**

This Appendix provides a high-level organization chart.

## KINGSBOROUGH COMMUNITY COLLEGE ORGANIZATIONAL CHART



**Kingsborough CC**

This Appendix contains information on the most recently distributed reaffirmation(s).



To: Kingsborough Campus Community  
From: President Claudia V. Schrader  
Date: September 16, 2019  
Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

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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 *CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and Sexual Misconduct*.

The *Equal Opportunity and Non-Discrimination Policy* states our 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, status as a victim of domestic violence/stalking/sex offenses, caregiver or family status, or any other legally prohibited basis in accordance with federal, state and city laws. Additionally, as a federal contractor, CUNY engages in affirmative action in employment, consistent with federal requirements, for women, minorities, individuals with disabilities and veterans. I remind you that Italian Americans are included among CUNY's protected affirmative action groups. I invite you to visit our website, [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu) or [www.cuny.edu](http://www.cuny.edu), to view the *Equal Opportunity Policy* in its entirety, including the complaint procedures and prohibition against retaliation.

I have assigned responsibility for the implementation and monitoring of our equal opportunity compliance program to the [Office of Equal Opportunity & Diversity Management](#) (OEO), headed by Chief Diversity Officer Michael J. Valente, Esq., who also serves as Kingsborough's Title IX/504/ADA Coordinator. Importantly, vice presidents, deans, directors, managers and supervisors share responsibility for maintaining a work environment that is free from discrimination and harassment, and for promoting diversity and inclusion in their respective units. OEO, which is available to provide guidance and support, is located in the Academic Village, Suite V231, and the telephone number is (718) 368-6896. You may also email OEO at: [AskOEO@kbcc.cuny.edu](mailto:AskOEO@kbcc.cuny.edu). Additionally, any individual who 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.





**Kingsborough CC**

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

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

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

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

Full Time Employee Count (excludes Chief Executive): 920

**Category: Executive/Administrative/Managerial**

**Group: Administration 1 (Executive)**

Employees: 19

**Description**

Executive Compensation Plan (Other Than Chief Executive)

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Ascc Administrator	3
Ascc Dean	1
Asst Administrator	2
Asst Vice President	2
Dean	3
Vice President	8

**Group: Administration 2 (Manager)**

Employees: 99

**Description**

Manager-Level Administrators

**Labor Market Availability Factors**

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

Title(s)	Employees
HE Associate	51
HE Officer	48

**Category: Executive/Administrative/Managerial**

**Group: Facility Manager**

Employees: 3

**Description**

Facility Superintendents (Managerial)

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Admin Supt Builds Grds	2
Chief Admin Supt - Competitive	1

**Group: IT Computer Manager**

Employees: 5

**Description**

Information Technology Managers (Managerial)

**Labor Market Availability Factors**

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

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

**Category: Executive/Administrative/Managerial**

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**Group:** Security Manager

Employees: 4

**Description**

Campus Security Managers (Managerial)

**Labor Market Availability Factors**

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

Title(s)	Employees
Campus Security Asst Dir	3
Campus Security Dir	1

**Category: Professional Faculty**

**Group: Faculty-Developmental**

Employees: 13

**Description**

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

**Labor Market Availability Factors**

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

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

**Group: Faculty-Instructor**

Employees: 2

**Description**

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Instructor	2

**Category: Professional Faculty**

**Group: Faculty-Lecturer**

Employees: 94

**Description**

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure. The minimum qualification for Lecturer is a Bachelor's degree in a discipline related to the subject being taught.

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Lecturer	85
Lecturer Doct Sch	9

**Group: Faculty-Librarian**

Employees: 12

**Description**

CUNY Librarians with faculty appointments

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Assc Professor	5
Asst Professor	6
Professor	1

**Category: Professional Faculty**

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**Group:** Faculty-Professorial

**Employees:** 229

**Description**

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

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Asst Professor	69
Asst Professor	91
Professor	69



**Category: Professional Non-Faculty**

**Group: Accountant**

Employees: 4

**Description**

Accountants (Professionals)

**Labor Market Availability Factors**

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

Title(s)	Employees
Finance Accountant	2
Purchasing Agent	2

**Group: Administration 3 (Professional)**

Employees: 141

**Description**

Entry and Mid-Level Administrators (Professionals)

**Labor Market Availability Factors**

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

Title(s)	Employees
Asst to HEO	59
HE Assistant	82



**Category: Professional Non-Faculty**

**Group: Administration 5 (Engineer-Architect)**

Employees: 2

**Description**

Engineers, Architects and related professional staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
2-Internal	0.00%	NA

Title(s)	Employees
Architect	1
Project Mgr	1

**Group: IT Computer Professional**

Employees: 24

**Description**

Information Technology Professionals

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

**Labor Market Availability Factors**

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

Title(s)	Employees
IT Associate	5
IT Asst	17
IT Sr Associate	2

**Category: Professional Non-Faculty**

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**Group:** Nurse

**Employees:** 1

**Description**

Nurses

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Nurse	1

**Category: Administrative Support Workers**

**Group: Accountant Assistant**

Employees: 4

**Description**

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Asst Purchasing Agent	1
Finance Accountant Asst	3

**Group: Administrative Assistant**

Employees: 16

**Description**

Administrative Support Staff-Senior Level

**Labor Market Availability Factors**

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

Title(s)	Employees
CUNY Admin Asst	16

**Category: Administrative Support Workers**

**Group: Mail Services Worker**

Employees: 4

**Description**

Mail Services Workers

**Labor Market Availability Factors**

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

Title(s)	Employees
Mail Message Svcs Worker	4

**Group: Office Assistant**

Employees: 42

**Description**

Administrative Support Staff-Entry Level

**Labor Market Availability Factors**

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

Title(s)	Employees
CUNY Office Assistant	42

**Category: Technicians**

**Group: Administration 4 (College Lab Tech)**

Employees: 33

**Description**

College Laboratory Technicians (abbreviated as "CLT")

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Chief College Lab Tech	5
College Lab Tech	15
Sr College Lab Tech	13

**Group: Broadcast/Media**

Employees: 2

**Description**

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

**Labor Market Availability Factors**

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

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

**Category: Technicians**

**Group: Engineering Technician**

Employees: 2

**Description**

Engineering and Architectural Technicians

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Facilities Coord	2

**Group: IT Support Technician**

Employees: 10

**Description**

IT Technical Support Workers

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

**Labor Market Availability Factors**

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

Title(s)	Employees
IT Support Asst	10

**Category: Technicians**

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**Group:** Print Shop

**Employees:** 5

**Description**

Print Shop and Related Tech Workers

**Labor Market Availability Factors**

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

Title(s)	Employees
Print Shop Assistant	3
Print Shop Associate	1
Print Shop Coordinator	1

**Category: Craft Workers**

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

Employees: 8

**Description**

Buildings and Grounds Workers

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Maintenance Worker	6
Motor Vehicle Mechanic	2

**Group: Laborers and Helpers**

Employees: 16

**Description**

Entry-Level Craft Workers

In 2017, split from Skilled Trades

**Labor Market Availability Factors**

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

Title(s)	Employees
Electrician Helper	1
Laborer	12
Stock Worker	2
Stock Worker Supervisor	1



**Category: Craft Workers**

**Group: Skilled Trades**

Employees: 24

**Description**

Skilled Tradespeople

**Labor Market Availability Factors**

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

Title(s)	Employees
Carpenter	2
Electrician	2
High Pressure Plant Tender	7
Locksmith	1
Oiler	2
Painter	2
Plumber	2
Stationary Engineer	5
Thermostat Repairer	1

**Group: Skilled Trades-Supervisor**

Employees: 1

**Description**

Skilled Trades Supervisors

**Labor Market Availability Factors**

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

Title(s)	Employees
Stationary Engineer Sr	1

**Category: Service Workers and Others**

**Group: Campus Peace Officer**

Employees: 22

**Description**

Campus Security-Mid Level Staff

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Campus Peace Officer	22

**Group: Campus Public Safety Sergeant**

Employees: 12

**Description**

Campus Security Supervisors and Campus Security Specialists

**Labor Market Availability Factors**

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

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

**Category: Service Workers and Others**

**Group: Campus Security Assistant**

Employees: 8

**Description**

Campus Security-Entry Level Staff

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

**Labor Market Availability Factors**

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

Title(s)	Employees
Campus Security Asst	8

**Group: Custodial**

Employees: 51

**Description**

Custodians-Entry Level

**Labor Market Availability Factors**

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

Title(s)	Employees
Custodial Assistant	51

**Category: Service Workers and Others**

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**Group:** Custodial Supervisor

Employees: 8

**Description**

Custodial Supervisors

**Labor Market Availability Factors**

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

Title(s)	Employees
Custodial Asst Principal Supv	2
Custodial Principal Supv	1
Custodial Sr Supervisor	1
Custodial Supervisor	4

**Note: In the 2019-2020 Academic Year, CUNY added the titles listed below (not all are used at the College)**

<b>Job Code and Title Name</b>	<b>Job Group</b>
200587 Univ Vice Chancellor Compliance and Audit	ADMIN1-EXEC
200588 Univ Associate Vice Chancellor Communications and Marketing	ADMIN1-EXEC
200589 Univ Exec Deputy Director Engineering	ADMIN1-EXEC
200590 Assistant Dean Continuing Education	ADMIN1-EXEC
200592 Univ Assistant Vice Chancellor	ADMIN1-EXEC
200594 Univ Exec Director Advancement	ADMIN1-EXEC
200595 University Executive Director Investigations	ADMIN1-EXEC
200597 Prof School Executive Director Info Technology (PAstAdm)	ADMIN1-EXEC
200598 Univ Sr Vice Chancellor Labor Relations	ADMIN1-EXEC
200599 Univ Sr Advisor to the Executive Vice Chancellor	ADMIN1-EXEC
200601 Prof School Assistant Dean of Academic Affairs	ADMIN1-EXEC
200603 Exec Director Master's Program in Public Adm (AstAdm)	ADMIN1-EXEC

**Kingsborough CC**

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

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

Total Faculty: 350

## Kingsborough CC

**Discipline: Biological and Biomedical Sciences**

Faculty: 26

Department ID	Department Name	Faculty
10033	Dept,Biological Science	26

**Discipline: Business, Management, Marketing, Support Services**

Faculty: 35

Department ID	Department Name	Faculty
10042	Dept, Business	20
10299	Tourism & Hospitality	15

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

Faculty: 16

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

**Discipline: Education - Developmental**

Faculty: 15

Department ID	Department Name	Faculty
10396	Dean Of Continuing Education	1
65068	Language Immersion Program	13
10387	Vice President&Provost	1

**Discipline: English Language and Literature/Letters**

Faculty: 56

Department ID	Department Name	Faculty
10105	Department Of English	56

**Discipline: Foreign Languages, Literatures, and Linguistics**

Faculty: 7

Department ID	Department Name	Faculty
10117	Dept,Foreign Lang	7

**Discipline: Health Professions and Related Programs**

Faculty: 42

Department ID	Department Name	Faculty
10136	Health & Human Services	19
10211	Non-Clinical Nursing	23

**Discipline: Liberal Arts and Sciences, General Studies & Humanities**

Faculty: 26

Department ID	Department Name	Faculty
10280	Dept,His,Phil,&Soc Sci	26

## Kingsborough CC

**Discipline: Library (Librarians/Non-Teaching)**

Faculty: 12

Department ID	Department Name	Faculty
70054	Dept Of Library	12

**Discipline: Mathematics and Computer Science**

Faculty: 36

Department ID	Department Name	Faculty
10195	Dept,Math&Computer Sci	36

**Discipline: Parks, Recreation, Leisure and Fitness Studies**

Faculty: 12

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

**Discipline: Physical Sciences**

Faculty: 16

Department ID	Department Name	Faculty
10225	Dept,Physical Sci	16

**Discipline: Social Sciences**

Faculty: 37

Department ID	Department Name	Faculty
10028	Dept,Beh Sci&Human Svcs	37

**Discipline: Visual and Performing Arts**

Faculty: 14

Department ID	Department Name	Faculty
10021	Dept Of Art	14



**Kingsborough CC**

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

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

Full-Time Employee Count: 33

**Discipline: College Lab Tech-Blended Science Engineering Technical**

Employees: 17

Department ID	Department Name	Technicians
10033	Dept,Biological Science	5
10225	Dept,Physical Sci	6
10136	Health & Human Services	2
70009	Instructional Computing	1
80033	Media Center	2
10211	Non-Clinical Nursing	1

**Discipline: College Lab Tech-Other**

Employees: 16

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

**Kingsborough CC**

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

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

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

Underutilization numbers for females and total minorities represent 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.

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 19

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	12	13	3	7	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	63.2%	68.4%	15.8%	36.8%	15.8%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)

Description: Manager-Level Administrators

Full-time Employees: 99

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	73	59	3	31	25
Underutilized (Y = Yes)			Y		
Number Underutilized			8		
Actual Utilization Percent	73.7%	59.6%	3.0%	31.3%	25.3%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Kingsborough CC

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 (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	2	1		1
Actual Utilization Percent	0.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent	26.5%	51.6%	24.0%	10.6%	15.4%

Kingsborough CC

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 141

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	105	88	12	47	23
Underutilized (Y = Yes)			Y		
Number Underutilized			5		
Actual Utilization Percent	74.5%	62.4%	8.5%	33.3%	16.3%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Kingsborough CC

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	18	3	11	4
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	3		4		
Actual Utilization Percent	29.2%	75.0%	12.5%	45.8%	16.7%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Kingsborough CC

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Support Staff-Senior Level

Full-time Employees: 16

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	16	4	0	2	1
Underutilized (Y = Yes)		Y	Y	Y	Y
Number Underutilized		7	1	4	3
Actual Utilization Percent	100.0%	25.0%	0.0%	12.5%	6.3%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%



Kingsborough CC

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 42

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	39	12	1	7	4
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		5	2		3
Actual Utilization Percent	92.9%	28.6%	2.4%	16.7%	9.5%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Kingsborough CC

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-time Employees: 8

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	3	1	1	1
Underutilized (Y = Yes)	Y	Y		Y	Y
Number Underutilized	1	2		1	2
Actual Utilization Percent	0.0%	37.5%	12.5%	12.5%	12.5%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%

Kingsborough CC

Category: Craft Workers

Job Group: Laborers and Helpers

Description: Entry-Level Craft Workers

Full-time Employees: 16

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	9	4
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	3		1		2
Actual Utilization Percent	0.0%	81.3%	0.0%	56.3%	25.0%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

Kingsborough CC

Category: Craft Workers

Job Group: Skilled Trades  
 Description: Skilled Tradespeople  
 Full-time Employees: 24

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	9	1	4	4
Underutilized (Y = Yes)	Y				Y
Number Underutilized	1				2
Actual Utilization Percent	0.0%	37.5%	4.2%	16.7%	16.7%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

Kingsborough CC

Category: Technicians

Job Group: IT Support Technician

Description: IT Technical Support Workers

Full-time Employees: 10

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	5	3	0	2
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	40.0%	50.0%	30.0%	0.0%	20.0%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%

Kingsborough CC

Category: Technicians

Job Group: Print Shop

Description: Print Shop and Related Tech Workers

Full-time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04805	Print Shop Assistant
04806	Print Shop Associate
04807	Print Shop Coordinator

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	3	0	1	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	0.0%	60.0%	0.0%	20.0%	40.0%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%

Kingsborough CC

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 12

Employees in this group hold the following titles:

Title ID	Title Name
04846	Campus Pub Safety Sergeant
04845	Campus Security Specialist

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	9	1	4	4
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	25.0%	75.0%	8.3%	33.3%	33.3%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Kingsborough CC

Category: Service Workers and Others

Job Group: Campus Peace Officer  
 Description: Campus Security-Mid Level Staff  
 Full-time Employees: 22

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	21	1	13	6
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	18.2%	95.5%	4.5%	59.1%	27.3%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%



Kingsborough CC

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 8

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	8	0	7	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized			1		1
Actual Utilization Percent	25.0%	100.0%	0.0%	87.5%	12.5%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Kingsborough CC

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 8

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	7	0	4	3
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	37.5%	87.5%	0.0%	50.0%	37.5%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Kingsborough CC

Category: Service Workers and Others

Job Group: Custodial

Description: Custodians-Entry Level

Full-time Employees: 51

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	15	43	4	26	13
Underutilized (Y = Yes)					Y
Number Underutilized					8
Actual Utilization Percent	29.4%	84.3%	7.8%	51.0%	25.5%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

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

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

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

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

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

**APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY  
Kingsborough CC**

2020 - 2021

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
10136	Health & Human Services
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	8	8	2	3	3
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	47.1%	47.1%	11.8%	17.6%	17.6%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	7	6	0	3	2
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		2	4		1
Actual Utilization Percent	43.8%	37.5%	0.0%	18.8%	12.5%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%

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

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

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

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

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

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**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: 21

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		12	8	4	2	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		57.1%	38.1%	19.0%	9.5%	9.5%
Labor Market Avail. Percent		53.3%	26.2%	11.4%	4.3%	7.8%

**Job Group Faculty-Lecturer**

Total Faculty: 5

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		3	2	1	0	1
Underutilized (Y = Yes)					Y	
Number Underutilized					0	
Actual Utilization Percent		60.0%	40.0%	20.0%	0.0%	20.0%
Labor Market Avail. Percent		59.9%	42.1%	19.9%	8.7%	10.5%



**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**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: 14

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	2	1	1	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		3		2	1
Actual Utilization Percent	50.0%	14.3%	7.1%	7.1%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

**Job Group Faculty-Lecturer**

Total Faculty: 20

	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 = Yes)		Y	Y		Y
Number Underutilized		3	2		1
Actual Utilization Percent	45.0%	25.0%	5.0%	10.0%	10.0%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

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: 13

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	4	1	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	3				
Actual Utilization Percent	30.8%	30.8%	7.7%	7.7%	15.4%
Labor Market Avail. Percent	52.4%	19.4%	7.2%	4.3%	5.3%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**Education - Developmental**

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

- 10396 Dean Of Continuing Education
- 65068 Language Immersion Program
- 10387 Vice President&Provost

**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	5	3	1	0	1
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	3	1	0	1	
Actual Utilization Percent	38.5%	23.1%	7.7%	0.0%	7.7%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

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: 41

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	31	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	75.6%	14.6%	4.9%	7.3%	2.4%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

**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	9	4	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	60.0%	26.7%	0.0%	20.0%	6.7%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**Health Professions and Related Programs**

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

- 10136 Health & Human Services
- 10211 Non-Clinical Nursing

**Job Group Faculty-Professorial**

Total Faculty: 33

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	23	9	2	5	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized			4		1
Actual Utilization Percent	69.7%	27.3%	6.1%	15.2%	3.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

**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	3	5	1	3	1
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization Percent	33.3%	55.6%	11.1%	33.3%	11.1%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

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: 22

	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 = Yes)	Y		Y		Y
Number Underutilized	4		1		1
Actual Utilization Percent	40.9%	22.7%	0.0%	22.7%	0.0%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**Library (Librarians/Non-Teaching)**

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

70054 Dept Of Library

**Job Group** Faculty-Librarian

Total Faculty: 12

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	4	1	1	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	66.7%	33.3%	8.3%	8.3%	16.7%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%



**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**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: 21

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		7	6	5	0	1
Underutilized (Y = Yes)					Y	
Number Underutilized					1	
Actual Utilization Percent		33.3%	28.6%	23.8%	0.0%	4.8%
Labor Market Avail. Percent		23.3%	25.8%	11.1%	6.2%	5.4%

**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		6	6	4	1	0
Underutilized (Y = Yes)					Y	Y
Number Underutilized					0	2
Actual Utilization Percent		40.0%	40.0%	26.7%	6.7%	0.0%
Labor Market Avail. Percent		26.7%	43.8%	20.8%	8.6%	11.7%



**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

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: 5

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		1	2	0	1	1
Underutilized (Y = Yes)		Y		Y		
Number Underutilized		1		0		
Actual Utilization Percent		20.0%	40.0%	0.0%	20.0%	20.0%
Labor Market Avail. Percent		38.2%	30.1%	5.8%	9.6%	12.3%

**Job Group** Faculty-Lecturer

Total Faculty: 7

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		6	3	0	2	1
Underutilized (Y = Yes)				Y		
Number Underutilized				0		
Actual Utilization Percent		85.7%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent		38.2%	30.1%	5.8%	9.6%	12.3%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**Physical Sciences**

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

10225 Dept,Physical Sci

**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	1	4	4	0	0
Underutilized (Y = Yes)	Y			Y	Y
Number Underutilized	3			0	1
Actual Utilization Percent	8.3%	33.3%	33.3%	0.0%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**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		16	11	3	4	4
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		53.3%	36.7%	10.0%	13.3%	13.3%
Labor Market Avail. Percent		46.9%	20.7%	5.7%	5.5%	7.5%

**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		4	2	0	1	1
Underutilized (Y = Yes)			Y	Y		
Number Underutilized			1	1		
Actual Utilization Percent		66.7%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent		55.4%	43.1%	10.4%	12.7%	16.6%

**APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM**  
**Kingsborough CC**

2020 - 2021

**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: 12

**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 = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	66.7%	16.7%	8.3%	0.0%	8.3%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC**

**2020 - 2021**

Appendix E-4 presents utilization and underutilization, of faculty members in protected groups, by academic department.

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

This exhibit presents a hypothetical underutilization, as federal reporting is done by academic discipline, and there can be multiple departments assigned to a single discipline. This exhibit is not included in the Affirmative Action Plan but produced because of college demand.

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. Note: official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

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

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

APP E4-1

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

Department: 10105 Department Of English  
 Discipline: English Language and Literature/Letters

Job Group: Faculty-Professorial

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 41					
Number of Faculty	31	6	2	3	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	75.6%	14.6%	4.9%	7.3%	2.4%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Job Group: Faculty-Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty: 15					
Number of Faculty	9	4	0	3	1
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		1	1		1
Actual Utilization Percent	60.0%	26.7%	0.0%	20.0%	6.7%
Labor Market Avail. Percent	71.6%	33.6%	6.4%	9.7%	14.2%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

Department: 10021 Dept Of Art  
 Discipline: Visual and Performing Arts

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	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	66.7%	16.7%	8.3%	0.0%	8.3%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%



**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

Department: 70054 Dept Of Library  
 Discipline: Library (Librarians/Non-Teaching)

Job Group: Faculty-Librarian

Total Faculty: 12	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	4	1	1	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	66.7%	33.3%	8.3%	8.3%	16.7%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%



APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC

2020 - 2021

Department: 10042 Dept, Business

Discipline: Business, Management, Marketing, Support Services

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	7	2	1	1	0
Underutilized (Y = Yes)		Y		Y	Y
Number Underutilized		2		1	1
Actual Utilization Percent	63.6%	18.2%	9.1%	9.1%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

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 (Y = Yes)		Y	Y		
Number Underutilized		2	1		
Actual Utilization Percent	55.6%	22.2%	0.0%	11.1%	11.1%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC

2020 - 2021

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	16	11	3	4	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	53.3%	36.7%	10.0%	13.3%	13.3%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

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	4	2	0	1	1
Underutilized (Y = Yes)		Y	Y		
Number Underutilized		1	1		
Actual Utilization Percent	66.7%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	55.4%	43.1%	10.4%	12.7%	16.6%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

Department: 10033 Dept,Biological Science  
 Discipline: Biological and Biomedical Sciences

Job Group: Faculty-Professorial

Total Faculty: 21

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	12	8	4	2	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.1%	38.1%	19.0%	9.5%	9.5%
Labor Market Avail. Percent	53.3%	26.2%	11.4%	4.3%	7.8%

Job Group: Faculty-Lecturer

Total Faculty: 5

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	2	1	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				0	
Actual Utilization Percent	60.0%	40.0%	20.0%	0.0%	20.0%
Labor Market Avail. Percent	59.9%	42.1%	19.9%	8.7%	10.5%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

Department: 10060 Dept,Comm&Perf Arts

Discipline: Communications, Journalism, etc. AND 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	4	4	1	1	2
Underutilized (Y = Yes)	Y				
Number Underutilized	3				
Actual Utilization Percent	30.8%	30.8%	7.7%	7.7%	15.4%
Labor Market Avail. Percent	52.4%	19.4%	7.2%	4.3%	5.3%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC

2020 - 2021

Department: 10134 Dept,Health,Phys Ed&Rec

Discipline: Parks, Recreation, Leisure and Fitness Studies

Job Group: Faculty-Professorial

Total Faculty: 5

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	1	2	0	1	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	20.0%	40.0%	0.0%	20.0%	20.0%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

Job Group: Faculty-Lecturer

Total Faculty: 7

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	85.7%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	38.2%	30.1%	5.8%	9.6%	12.3%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

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

Discipline: Liberal Arts and Sciences, General Studies & Humanities

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	9	5	0	5	0
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	4		1		1
Actual Utilization Percent	40.9%	22.7%	0.0%	22.7%	0.0%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%



APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC

2020 - 2021

Department: 10195 Dept,Math&Computer Sci

Discipline: Mathematics and Computer Science

Job Group: Faculty-Professorial

Total Faculty: 21

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	6	5	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	33.3%	28.6%	23.8%	0.0%	4.8%
Labor Market Avail. Percent	23.3%	25.8%	11.1%	6.2%	5.4%

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	6	6	4	1	0
Underutilized (Y = Yes)				Y	Y
Number Underutilized				0	2
Actual Utilization Percent	40.0%	40.0%	26.7%	6.7%	0.0%
Labor Market Avail. Percent	26.7%	43.8%	20.8%	8.6%	11.7%

APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC

2020 - 2021

Department: 10225 Dept,Physical Sci

Discipline: Physical Sciences

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	1	4	4	0	0
Underutilized (Y = Yes)	Y			Y	Y
Number Underutilized	3			0	1
Actual Utilization Percent	8.3%	33.3%	33.3%	0.0%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%



**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

Department: 10136 Health & Human Services  
 Discipline: Health Professions and Related Programs

Job Group: Faculty-Professorial

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty:	11				
Number of Faculty	2	5	0	3	1
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	4		2		
Actual Utilization Percent	18.2%	45.5%	0.0%	27.3%	9.1%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Job Group: Faculty-Lecturer

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Total Faculty:	8				
Number of Faculty	2	5	1	3	1
Underutilized (Y = Yes)	Y				
Number Underutilized	5				
Actual Utilization Percent	25.0%	62.5%	12.5%	37.5%	12.5%
Labor Market Avail. Percent	83.2%	39.2%	11.1%	15.0%	11.0%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official) 2020 - 2021**  
**Kingsborough CC**

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	5	3	1	0	1
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	3	1	0	1	
Actual Utilization Percent	38.5%	23.1%	7.7%	0.0%	7.7%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)**  
**Kingsborough CC**

2020 - 2021

Department: 10211 Non-Clinical Nursing

Discipline: Health Professions and Related Programs

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	21	4	2	2	0
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		3	2		1
Actual Utilization Percent	95.5%	18.2%	9.1%	9.1%	0.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS (supplement-not official)  
Kingsborough CC**

2020 - 2021

Department: 10299 Tourism & Hospitality

Discipline: Business, Management, Marketing, Support Services

Job Group: Faculty-Lecturer

Total Faculty: 11

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	3	1	1	1
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	1	0		0
Actual Utilization Percent	36.4%	27.3%	9.1%	9.1%	9.1%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

**Kingsborough CC**

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

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

**Personnel Action Categories**

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

**Kingsborough CC**

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

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

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2019 (during this past plan year).

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

**APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (FACULTY / CLT)**

**2020 - 2021**

**Kingsborough CC**

**Department Of English**

Asst Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	Black/African Am.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White

**Dept Of Art**

Asst Professor	Gained Tenure	Tenured	Female	White
College Lab Tech	Gained Tenure	Tenured	Female	Other

**Dept Of Library**

Asst Professor	Gained Tenure	Tenured	Female	White
Asst Professor	Gained Tenure	Tenured	Female	White

**Dept, Business**

Asst Professor	Gained Tenure	Tenured	Male	Black/African Am.
Asst Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White

**Dept,Beh Sci&Human Svcs**

Asst Professor	Gained Tenure	Tenured	Male	White
Asst Professor	Gained Tenure	Tenured	Male	White

**Dept,His,Phil,&Soc Sci**

Asst Professor	Gained Tenure	Tenured	Male	White
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**Dept,Math&Computer Sci**

Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	Asian/Nat.Haw./Other Pac. Isl.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	Asian/Nat.Haw./Other Pac. Isl.
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White

**Dept,Physical Sci**

Asst Professor	Gained Tenure	Tenured	Male	White
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**Health & Human Services**

Asst Professor	Gained Tenure	Tenured	Other Gender I	White
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**Tourism & Hospitality**

Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	Hispanic/Latino
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**APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (FACULTY / CLT)**

**2020 - 2021**

**Kingsborough CC**

**Summary for the College**

<b>Total Staff:</b>	<b>Ttl Minority</b>	<b>Asian</b>	<b>Black/AfAm</b>	<b>Hispanic/Latino</b>	<b>White</b>	<b>Oth/Unk</b>
11 <b>Female</b>	3	1	0	1	8	1
12 <b>Male</b>	3	1	2	0	9	0
1 <b>Oth/Unk</b>	0	0	0	0	0	0
<b>24 Total</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>18</b>	<b>1</b>

APP F2-3



**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, 2019 through May 31, 2020).

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Administration 2 (Managers)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	518	494		23		8		6	
<b>Male</b>	152	143	29%	6	26%	1	13%	1	17%
<b>Female</b>	312	300	61%	15	65%	6	75%	4	67%
<b>Other</b>	52	49	10%	2	9%	1	13%	1	17%
<b>Total Min</b>	314	299	61%	17	74%	7	88%	5	83%
<b>Asian</b>	32	29	6%	3	13%	2	25%	-	0%
<b>Black</b>	177	167	34%	10	43%	3	38%	3	50%
<b>Hispanic/Latino</b>	88	86	17%	3	13%	1	13%	1	17%
<b>Other inc 2 or more</b>	17	17	3%	1	4%	1	13%	1	17%
<b>Italian American</b>	26	26	5%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	142	134	27%	4	17%	-	0%	-	0%
<b>All White</b>	168	160	32%	4	17%	-	0%	-	0%
<b>Unknown</b>	36	35	7%	2	9%	1	13%	1	17%
<b>Veterans</b>	10	10	2%	1	4%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	28	26	5%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Administration 3 (Professional)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	1,629	1,628		73		12		12	
<b>Male</b>	472	471	29%	25	34%	2	17%	2	17%
<b>Female</b>	1,047	1,047	64%	44	60%	9	75%	9	75%
<b>Other</b>	102	102	6%	1	1%	-	0%	-	0%
<b>Total Min</b>	1,184	1,183	73%	51	70%	10	83%	10	83%
<b>Asian</b>	167	167	10%	3	4%	1	8%	1	8%
<b>Black</b>	636	635	39%	31	42%	3	25%	3	25%
<b>Hispanic/Latino</b>	335	335	21%	17	23%	6	50%	6	50%
<b>Other inc 2 or more</b>	46	46	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	51	51	3%	3	4%	-	0%	-	0%
<b>White (Not Ital)</b>	326	326	20%	16	22%	1	8%	1	8%
<b>All White</b>	377	377	23%	19	26%	1	8%	1	8%
<b>Unknown</b>	68	68	4%	3	4%	1	8%	1	8%
<b>Veterans</b>	23	23	1%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	43	43	3%	3	4%	1	8%	1	8%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Administration 4 (College Lab Tech)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	27	27		4		1		1	
Male	19	19	70%	4	100%	1	100%	1	100%
Female	4	4	15%	-	0%	-	0%	-	0%
Other	4	4	15%	-	0%	-	0%	-	0%
Total Min	15	15	56%	3	75%	1	100%	1	100%
Asian	7	7	26%	-	0%	-	0%	-	0%
Black	5	5	19%	2	50%	1	100%	1	100%
Hispanic/Latino	3	3	11%	1	25%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	10	10	37%	1	25%	-	0%	-	0%
All White	10	10	37%	1	25%	-	0%	-	0%
Unknown	2	2	7%	-	0%	-	0%	-	0%
Veterans	2	2	7%	-	0%	-	0%	-	0%
Indiv. w Disabilities	2	2	7%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Campus Peace Officer-Sergeant

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	37	37		3		3		3	
<b>Male</b>	29	29	78%	3	100%	3	100%	3	100%
<b>Female</b>	4	4	11%	-	0%	-	0%	-	0%
<b>Other</b>	4	4	11%	-	0%	-	0%	-	0%
<b>Total Min</b>	31	31	84%	1	33%	1	33%	1	33%
<b>Asian</b>	5	5	14%	-	0%	-	0%	-	0%
<b>Black</b>	16	16	43%	-	0%	-	0%	-	0%
<b>Hispanic/Latino</b>	9	9	24%	1	33%	1	33%	1	33%
<b>Other inc 2 or more</b>	1	1	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	6	6	16%	2	67%	2	67%	2	67%
<b>All White</b>	6	6	16%	2	67%	2	67%	2	67%
<b>Unknown</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Veterans</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	-	-	0%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Custodial Supervisor

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	57	57		16		2		2	
<b>Male</b>	43	43	75%	13	81%	-	0%	-	0%
<b>Female</b>	10	10	18%	2	13%	2	100%	2	100%
<b>Other</b>	4	4	7%	1	6%	-	0%	-	0%
<b>Total Min</b>	51	51	89%	15	94%	2	100%	2	100%
<b>Asian</b>	2	2	4%	1	6%	-	0%	-	0%
<b>Black</b>	31	31	54%	7	44%	1	50%	1	50%
<b>Hispanic/Latino</b>	16	16	28%	6	38%	1	50%	1	50%
<b>Other inc 2 or more</b>	2	2	4%	1	6%	-	0%	-	0%
<b>Italian American</b>	1	1	2%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	5	5	9%	1	6%	-	0%	-	0%
<b>All White</b>	6	6	11%	1	6%	-	0%	-	0%
<b>Unknown</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Veterans</b>	2	2	4%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	1	1	2%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Faculty-Developmental

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	60	60		4		1		1	
Male	14	14	23%	2	50%	1	100%	1	100%
Female	34	34	57%	2	50%	-	0%	-	0%
Other	11	11	18%	-	0%	-	0%	-	0%
Total Min	36	36	60%	2	50%	-	0%	-	0%
Asian	6	6	10%	-	0%	-	0%	-	0%
Black	21	21	35%	1	25%	-	0%	-	0%
Hispanic/Latino	9	9	15%	1	25%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
Italian American	4	4	7%	-	0%	-	0%	-	0%
White (Not Ital)	17	17	28%	2	50%	1	100%	1	100%
All White	21	21	35%	2	50%	1	100%	1	100%
Unknown	3	3	5%	-	0%	-	0%	-	0%
Veterans	2	2	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	3	3	5%	-	0%	-	0%	-	0%



## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Faculty-Lecturer

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	321	321		19		4		4	
<b>Male</b>	161	161	50%	9	47%	2	50%	2	50%
<b>Female</b>	119	119	37%	9	47%	2	50%	2	50%
<b>Other</b>	37	37	12%	1	5%	-	0%	-	0%
<b>Total Min</b>	187	187	58%	8	42%	1	25%	1	25%
<b>Asian</b>	65	65	20%	4	21%	-	0%	-	0%
<b>Black</b>	76	76	24%	4	21%	1	25%	1	25%
<b>Hispanic/Latino</b>	37	37	12%	-	0%	-	0%	-	0%
<b>Other inc 2 or more</b>	9	9	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	7	7	2%	1	5%	-	0%	-	0%
<b>White (Not Ital)</b>	110	110	34%	9	47%	2	50%	2	50%
<b>All White</b>	117	117	36%	10	53%	2	50%	2	50%
<b>Unknown</b>	17	17	5%	1	5%	1	25%	1	25%
<b>Veterans</b>	4	4	1%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	18	18	6%	-	0%	-	0%	-	0%



## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Faculty-Professorial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	600	597		49		6		6	
<b>Male</b>	269	266	45%	21	43%	2	33%	2	33%
<b>Female</b>	250	250	42%	22	45%	2	33%	2	33%
<b>Other</b>	70	70	12%	5	10%	2	33%	2	33%
<b>Total Min</b>	274	271	45%	24	49%	3	50%	3	50%
<b>Asian</b>	98	98	16%	6	12%	-	0%	-	0%
<b>Black</b>	93	90	15%	9	18%	1	17%	1	17%
<b>Hispanic/Latino</b>	63	63	11%	9	18%	2	33%	2	33%
<b>Other inc 2 or more</b>	20	20	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	40	40	7%	3	6%	1	17%	1	17%
<b>White (Not Ital)</b>	251	251	42%	18	37%	2	33%	2	33%
<b>All White</b>	291	291	49%	21	43%	3	50%	3	50%
<b>Unknown</b>	35	35	6%	4	8%	-	0%	-	0%
<b>Veterans</b>	5	5	1%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	33	33	6%	4	8%	1	17%	1	17%

**Appendix G – Summary of Recruiting Activities**

**Job Group Summary**

**IT Support Technician**

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	176	176		7		2		2	
<b>Male</b>	129	129	73%	5	71%	2	100%	2	100%
<b>Female</b>	26	26	15%	2	29%	-	0%	-	0%
<b>Other</b>	21	21	12%	-	0%	-	0%	-	0%
<b>Total Min</b>	143	143	81%	7	100%	2	100%	2	100%
<b>Asian</b>	46	46	26%	3	43%	2	100%	2	100%
<b>Black</b>	48	48	27%	2	29%	-	0%	-	0%
<b>Hispanic/Latino</b>	46	46	26%	2	29%	-	0%	-	0%
<b>Other inc 2 or more</b>	3	3	2%	-	0%	-	0%	-	0%
<b>Italian American</b>	7	7	4%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	20	20	11%	-	0%	-	0%	-	0%
<b>All White</b>	27	27	15%	-	0%	-	0%	-	0%
<b>Unknown</b>	6	6	3%	-	0%	-	0%	-	0%
<b>Veterans</b>	7	7	4%	1	14%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	8	8	5%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Laborers and Helpers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	339	339		22		1		1	
<b>Male</b>	279	279	82%	15	68%	1	100%	1	100%
<b>Female</b>	12	12	4%	5	23%	-	0%	-	0%
<b>Other</b>	47	47	14%	2	9%	-	0%	-	0%
<b>Total Min</b>	239	239	71%	19	86%	1	100%	1	100%
<b>Asian</b>	14	14	4%	1	5%	-	0%	-	0%
<b>Black</b>	129	129	38%	12	55%	-	0%	-	0%
<b>Hispanic/Latino</b>	87	87	26%	6	27%	1	100%	1	100%
<b>Other inc 2 or more</b>	9	9	3%	-	0%	-	0%	-	0%
<b>Italian American</b>	10	10	3%	1	5%	-	0%	-	0%
<b>White (Not Ital)</b>	66	66	19%	2	9%	-	0%	-	0%
<b>All White</b>	76	76	22%	3	14%	-	0%	-	0%
<b>Unknown</b>	24	24	7%	-	0%	-	0%	-	0%
<b>Veterans</b>	11	11	3%	1	5%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	10	10	3%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Security Manager

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	31	31		2		1		1	
Male	14	14	45%	-	0%	-	0%	-	0%
Female	10	10	32%	2	100%	1	100%	1	100%
Other	7	7	23%	-	0%	-	0%	-	0%
<b>Total Min</b>	20	20	65%	2	100%	1	100%	1	100%
Asian	1	1	3%	-	0%	-	0%	-	0%
Black	10	10	32%	1	50%	1	100%	1	100%
Hispanic/Latino	8	8	26%	1	50%	-	0%	-	0%
Other inc 2 or more	1	1	3%	-	0%	-	0%	-	0%
Italian American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	9	9	29%	-	0%	-	0%	-	0%
All White	9	9	29%	-	0%	-	0%	-	0%
Unknown	2	2	6%	-	0%	-	0%	-	0%
Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

## Appendix G – Summary of Recruiting Activities

### Job Group Summary

#### Skilled Trades

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	258	252		6		6		6	
<b>Male</b>	188	184	73%	5	83%	5	83%	5	83%
<b>Female</b>	10	8	3%	-	0%	-	0%	-	0%
<b>Other</b>	54	54	21%	1	17%	1	17%	1	17%
<b>Total Min</b>	135	131	52%	1	17%	1	17%	1	17%
<b>Asian</b>	16	15	6%	-	0%	-	0%	-	0%
<b>Black</b>	60	59	23%	1	17%	1	17%	1	17%
<b>Hispanic/Latino</b>	53	51	20%	-	0%	-	0%	-	0%
<b>Other inc 2 or more</b>	6	6	2%	-	0%	-	0%	-	0%
<b>Italian American</b>	15	15	6%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	97	95	38%	5	83%	5	83%	5	83%
<b>All White</b>	112	110	44%	5	83%	5	83%	5	83%
<b>Unknown</b>	11	11	4%	-	0%	-	0%	-	0%
<b>Veterans</b>	8	8	3%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	5	5	2%	-	0%	-	0%	-	0%

**Kingsborough CC**

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

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

Total Individual(s) with Disabilities: 11                      Percent of total reported employees: 1.2%



APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

2020 - 2021

Kingsborough CC

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	19	0	0.0%
Administration 2 (Manager)	99	2	2.0%
Facility Manager	3	0	0.0%
IT Computer Manager	5	0	0.0%
Security Manager	4	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	229	2	0.9%
Faculty-Librarian	12	0	0.0%
Faculty-Instructor	2	0	0.0%
Faculty-Lecturer	94	0	0.0%
Faculty-Developmental	13	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	4	0	0.0%
Administration 3 (Professional)	141	3	2.1%
Administration 5 (Engineer-Architect)	2	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	16	0	0.0%
Office Assistant	42	0	0.0%
Mail Services Worker	4	1	25.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	8	1	12.5%
Laborers and Helpers	16	0	0.0%
Skilled Trades-Supervisor	1	0	0.0%
Skilled Trades	24	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	10	0	0.0%
Print Shop	5	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	12	0	0.0%
Campus Peace Officer	22	0	0.0%
Campus Security Assistant	8	0	0.0%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

2020 - 2021

Kingsborough CC

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Custodial Supervisor	8	0	0.0%
Custodial	51	0	0.0%