

# HOSTOS COMMUNITY COLLEGE 2018-2019 AFFIRMATIVE ACTION PLAN

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

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The Appendices follow this document and are numbered separately.

## **PART ONE: INTRODUCTION AND BACKGROUND**

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

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

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

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

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

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

## COLLEGE OVERVIEW

### A. Location, Degrees Accreditation

Eugenio María de Hostos Community College (“the College”), a comprehensive two-year public institution, is the only dual-language college in the City University of New York (CUNY) system and remains one of the few bi-lingual institutions in the United States. Hostos Community College, governed by the Board of Trustees of CUNY, serves the needs of its diverse students, who not only reside in the Bronx and Upper Manhattan but increasingly from all of New York City’s boroughs.

Specifically established to redress the historical pattern of linguistic and national origin discrimination against residents who have limited English proficiency and/or have traditionally been denied access to higher education, the College offers Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs that prepare students for transfers to four-year colleges upon graduation. Hostos Community College also offers Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers, as well as certificate programs in Administrative Assistant, Community Health, and Practical Nursing (LPN) studies.

Hostos Community College is accredited by the Middle States Association of Colleges and Schools and the Board of Regents of the University of the State of New York. Its career programs are accredited by the New York State Education Department, the Joint Review Committee on Education in Radiologic Technology, and the American Dental Association. The Allied Health programs are accredited by the appropriate agencies, including the Dental Association and the New York Department of Health. Hostos Community College is a member of the American Association of Community and Junior Colleges, the American Committee on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

Hostos Community College is located at 149<sup>th</sup> Street and the Grand Concourse in the Bronx. The College consists of several facilities. The building at 475 Grand Concourse houses several chemistry and biology laboratories, as well as administrative offices and academic classrooms. The Shirley J. Hinds Allied Health and Science Complex, dedicated in December of 1990, contains a modern library with an on-line bibliographic system, and state-of-the-art laboratories for the College’s programs in Radiologic Technology, Chemistry, Biology, Physics, and Medical Laboratory Technology. The Hostos Children’s Center, licensed by the State of New York, is also located in this building.

The building at 500 Grand Concourse contains classrooms, academic and administrative offices, the administrative computing center and the Dental Hygiene Program. In addition to numerous academic departments and student organizations and club offices, a collegiate-size swimming pool, two (2) theatres, and a museum-grade art gallery are part of the East Academic Complex that opened in 1994.

The most recent acquisition is the Savoy Manor building which was occupied in 1997. This building, located at 120 East 149<sup>th</sup> Street, houses the Offices of the Registrar, Bursar, Admissions & Recruitment, Business Office, and Counseling Center. In 2012, a facilities master plan amendment was developed to guide the future development the College; it identified constant pressure for space and a need to renovate and reorganize existing facilities. The College has begun to implement the master plan amendment; one major step forward is the planning of a new Allied Health and Sciences Building Complex.

## **B. History**

On April 22, 1968, the then Board of Higher Education created Hostos Community College in response to the demands of Puerto Rican and Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx. In September 1970, the College admitted a charter class of 623 students at the site of a former factory at 475 Grand Concourse. By June of 1974, the enrollment had increased to over 2,000 students. To ease an increasing space shortage, the State Legislature passed a special bill to acquire the “500 Building” on the Grand Concourse across from the original site. On June 9, 1976, the State Legislature guaranteed the existence of the College with passage of the Landes Higher Education Act.

## **C. Mission**

Consistent with the mission of The City University of New York to provide access to higher education for all who seek it:

The mission of Eugenio María de Hostos Community College is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs.

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural, and linguistic backgrounds. An integral part of fulfilling its mission is to provide transitional language instruction for all students learning English as a second language along with offerings to foster a multi-cultural environment for all students. Hostos Community College, in addition to offering degree programs, is determined to be a resource to the South Bronx and the other communities served by the College by providing continuing education and cultural events for the further development of the communities it serves.

## **ORGANIZATION CHART**

**Appendix A** displays an organization chart.

## RELEVANT POLICIES

As a part of The City University of New York (CUNY), a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," delineated in Executive Order 11246 and updates are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY has posted its [policies and procedures](#) on non-discrimination, sexual misconduct, and affirmative action on its website.

### Equal Opportunity and Non-Discrimination Policy

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

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

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



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

## **Affirmative Action Policy**

The University's overall policy on Affirmative Action of May 28, 1985 is part of CUNY's Manual of General Policy.

### *ARTICLE V FACULTY, STAFF AND ADMINISTRATION*

#### *Policy 5.04 - Affirmative Action:*

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

## **Sexual Misconduct Policy**

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

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

*Defining conduct that constitutes prohibited Sexual Misconduct;*

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

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

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

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

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

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

CUNY has established the following policies. Links are accurate as of June, 2018.

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

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

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

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

In addition, CUNY campuses are required to report crime statistics, including statistics relating to sexual violence, under the federal Jeanne Clery Act. Information is available at the [Hostos Public Safety Department](#) or online at

### **Other Policies**

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

The College policy is reaffirmed by the President annually. [Appendix B](#) contains a copy of the annual Reaffirmation Letter which was issued on September 11th, 2017.

## RESPONSIBILITY FOR IMPLEMENTATION

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

### The President

The President, David Gómez, Ed.D, oversees implementation of Affirmative Action and diversity programs and ensures compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

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

### Chief Diversity Officer

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

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

## College Officials

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

## Committee(s) on Diversity and Inclusion

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

Committee members in this past year:

- Hector Soto, Assistant Professor, Behavioral & Social Sciences
- Andrew Connolly, Assistant Professor, English
- Nancy Genova, Lecturer, Behavioral & Social Sciences
- Lauren Gretina, Chief Diversity Officer
- Jorge Matos, Assistant Professor, Library
- Grace Onovo, Assistant Professor, Allied Health Sciences
- Nelson Torres, Assistant Professor, Behavioral & Social Sciences
- Lauren Wolf, Assistant Professor, Mathematics
- Malik Sullivan, Enrollment Registrar Coordinator
- Olawunmi Ajibola, Hostos Student
- Denise Herrera, Hostos Student

## University Management

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

[Click for University Diversity Resources](#)

## PART TWO: DATA AND ANALYSIS

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

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

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

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

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

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

## **WORKFORCE ANALYSIS**

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order.

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

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

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

In total, one employee at the College did not identify a gender and all employees identified a race/ethnicity. Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group for further analyses.

## **JOB GROUPS, DISCIPLINES, AND MARKET DATA**

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

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

### **Job Groups**

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

Exhibit: Job Groups and Staffing 6/1/18

**Exhibit: Workforce Summary**

Hostos CC

Total Employees: 634

**Executive/Administrative/Managerial**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 1 (Executive)	17	10	58.8%	13	76.5%
Administration 2 (Manager)	65	41	63.1%	47	72.3%
Facility Manager	2	0	0.0%	1	50.0%
IT Computer Manager	1	0	0.0%	1	100.0%
Security Manager	3	0	0.0%	3	100.0%

**Professional Faculty**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Faculty-Professorial	150	79	52.7%	77	51.3%
Faculty-Instructor	2	0	0.0%	2	100.0%
Faculty-Developmental	19	12	63.2%	9	47.4%
Faculty-Lecturer	37	17	45.9%	28	75.7%

**Professional Non-Faculty**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant	2	1	50.0%	2	100.0%
Administration 3 (Professional)	127	97	76.4%	117	92.1%
IT Computer Professional	16	2	12.5%	15	93.8%
Nurse	1	1	100.0%	1	100.0%

**Administrative Support Workers**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Accountant Assistant	4	3	75.0%	4	100.0%
Administrative Assistant	10	8	80.0%	10	100.0%
Office Assistant	49	45	91.8%	48	98.0%
Mail Services Worker	3	0	0.0%	3	100.0%

**Craft Workers**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	8	1	12.5%	3	37.5%
Laborers and Helpers	6	0	0.0%	4	66.7%
Skilled Trades-Supervisor	2	0	0.0%	0	0.0%
Skilled Trades	14	0	0.0%	6	42.9%

**Technicians**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	13	5	38.5%	11	84.6%
IT Support Technician	7	2	28.6%	7	100.0%
Print Shop	2	2	100.0%	2	100.0%

**Service Workers and Others**

Job Group	Staff	Female #	Female %	Minority #	Minority %
Campus Peace Officer-Sergeant	8	1	12.5%	8	100.0%
Campus Peace Officer-Level 2	1	1	100.0%	1	100.0%
Campus Peace Officer-Level 1	27	10	37.0%	26	96.3%
Custodial Supervisor	6	1	16.7%	6	100.0%
Custodial	32	9	28.1%	32	100.0%

## Disciplines for Faculty and College Laboratory Technicians

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

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

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

## Labor Market Availability

Labor Market Availability is the measurement used to benchmark utilization of protected groups. It represents the proportion of each protected group available for employment in the labor market from which we recruit.

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

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

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



## UTILIZATION ANALYSIS

### Discussion

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

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

Job Groups and Disciplines for which there is underutilization are considered priorities for College Affirmative Action programs.

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

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

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

## *Exhibit: Summary of Historical Changes in Underutilization*

### **Exhibit: Summary of Historical Changes in Underutilization - Faculty**

#### **Hostos CC**

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

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

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

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Professorial

Discipline	UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
<b>Biological and Biomedical Sciences AND Physical Sciences</b>	21	21							1	1		
<b>Business, Management, Marketing, Support Services</b>	5	5										
<b>Education</b>	19	20					1	1				
<b>English Language and Literature/Letters</b>	20	22		3					1	1		
<b>Health Professions and Related Programs</b>	26	25										
<b>Liberal Arts and Sciences, General Studies &amp; Humanities</b>	17	18		2	3			1	1			
<b>Library (Librarians/Non-Teaching)</b>	10	10										
<b>Mathematics and Statistics</b>	16	17										
<b>Social Sciences</b>	16	17					1	1				

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Job Group: Faculty-Lecturer

Discipline	UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
<b>Education</b>	6	7										
<b>English Language and Literature/Letters</b>	9	6	2	1							1	
<b>Mathematics and Statistics</b>	8	6	2	1			2	1				

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

**Job Group: Faculty-Developmental**

		UNDERUTILIZATION									
Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
Discipline		2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
<b>Education - Developmental</b>		19	19								

**Exhibit: Summary of Historical Changes in Underutilization -Staff**

**Hostos CC**

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

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

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

Job Group	UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
<b>Category: Executive/Administrative/Managerial</b>												
Administration 1 (Executive)	17	16							1	1		
Administration 2 (Manager)	65	67					2					
<b>Category: Professional Non-Faculty</b>												
Administration 3 (Professional)	127	115					7	7				
IT Computer Professional	16	16	2	2			1	1		1		
<b>Category: Administrative Support Workers</b>												
Administrative Assistant	10	10					1	1				
Office Assistant	49	49										
<b>Category: Craft Workers</b>												
Basic Crafts-Buildings and Grounds	8	6	1	1		1					1	1
Laborers and Helpers	6	6	1	1								
Skilled Trades	14	14										
<b>Category: Technicians</b>												
IT Support Technician	7	6		1			1	1				
<b>Category: Service Workers and Others</b>												
Campus Peace Officer-Level 1	27	28					1	1				
Campus Peace Officer-Sergeant	8	7	1	1					1	1		
Custodial	32	32					1	1				
Custodial Supervisor	6	6	1	1								

**Exhibit: Summary of Historical Changes in Underutilization - Lab Techs**

**Hostos CC**

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

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

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

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

Job Category	UNDERUTILIZATION											
	Total Staff		Female		Total Minority		Asian/Nat. Haw./Other Pac. Isl.		Black/African Am.		Hispanic/Latino	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
<b>College Lab Tech - Science, Tech, Eng.</b>	9	9					1	1				

## Utilization, Underutilization, and Placement Goals

Hostos Community College continues to be exemplary in the employment, promotion, and retention of a diverse and multi-cultural workforce. Women and minorities continue to represent a major portion of the College's employees. As of June 1, 2018, the College had a total of 637 full-time, permanent employees. Of that total number, 489 (77%) were members of a protected ethnic/racial group and 349 (55%) were women.

The College has 210 full-time faculty employed, 117 of whom are members of a protected ethnic/racial group and 109 of whom are women. We note that more than half of the faculty are members of a protected class, and more than half are women.

Furthermore, for the Professoriate Programs as a group (all disciplines), there is no underutilization. Of note, for the Professoriate Group the utilization percentage is 51.3% which is 26.9% greater than the labor market availability of 24.4%. The actual utilization for women at Hostos is 52.7% and the labor market availability is 50.1%. In each case, the Hostos utilization is higher and/or significantly higher than the actual labor market availability.

When broken into individual disciplines of the Affirmative Action Units (AAUs) for the nine faculty groups, five AAUs currently have underutilization. However, for those five groups where underutilization is indicated for protected ethnic/racial groups, the underutilization is 1. The one additional AAU where underutilization was greater than 1 is in the Liberal Arts and Sciences and General Studies and Humanities where the College has decreased underutilization from 3 to 2.

In addition, this year the College eliminated underutilization in the English Language and Literature/Letters Unit for the Professoriate. Whereas in the previous reporting period, females were underutilized by 3, underutilization for females has now been eliminated. However, Hostos remains underutilized in women for the Lecturer Group.

It should also be noted that in the majority of the College's Faculty AAUs where underutilization exists, self-identified Asians were the affected minority group. During the 2017-18 reporting period, the College continued to make good faith efforts to recruit a diverse applicant pool, and Asians were well represented in that applicant pool.

Overall, the College has 427 full-time staff employees, 372 (87%) of whom are members of a protected ethnic/racial group. In addition to the 427 full-time staff 240 (65%), are women. This data demonstrates that Hostos continues to have and embrace a truly diverse and multi-cultural workforce.



During the reporting period, the College decreased (but did not eliminate) underutilization in three additional Job Groups for the Staff; for the IT Computer Professional Group utilization for Blacks was eliminated. In the IT Support Technician category underutilization for women was also eliminated and underutilization for total minorities in the Basic Crafts – Buildings and Grounds Group was eliminated. For Staff, two additional Affirmative Action Units continued to have no underutilization at all.

Underutilization still exists in the other Job Groups, where most groups are underutilized by 1. The Job Group of Administration 3 remains underutilized by 7 in that category of Asians. This can be explained by the Market Availability for Asians which is less than 10% in Administration 3. In addition, only 315 self-identified Asians applied for positions/searches in the Administration 3 categories (which include the Assistant to Higher Education Officer “aHEO” and Higher Education Assistant “HEa” series). Important too, Hostos had no Asian Separations in Administration 3 and 1 Asian was hired during the reporting period.

In reviewing the results of this year’s utilization analysis (2018) as compared with last year’s analysis (2017), we observed the following differences:

### **Faculty**

In Biological and Biomedical AND Physical Sciences, Blacks are not represented. The lack of representation reflects the low availability rate of Blacks for this AAU.

In Business, Management, Marketing, Support Services, Asians are not represented. The lack of representation reflects the low availability rate of Asians for this AAU.

In Education, Asians are not represented. The lack of representation reflects the relatively low availability rate of this group for this AAU.

In English Language and Literature/Letters Blacks are not represented. The lack of representation reflects the low availability rate for this group in this AAU.

In Liberal Arts and Sciences, General Studies, Asians are not represented. The lack of representation reflects the low availability rate for this group in this AAU.

### **Staff**

#### **Administration II**

Underutilization of Asians increased from 0 to 2.

#### **IT Computer Professional**

Underutilization of Blacks decreased from 1 to 0. Asians in this Job Group remained underutilized by 1.

## Basic Crafts-Buildings and Grounds

Underutilization of total minorities decreased from 1 to 0. The underutilization of Hispanic and females remained 1.

## Professorial Faculty

In the current reporting year, the underutilization of Blacks in the Biological/Biomedical Sciences increased from 0 to 1.

In English Language and Literature/Letters (Professorial), the underutilization of Women decreased from 3 to 0.

In Liberal Arts and Sciences, General Studies and Humanities, the underutilization of Women decreased from 3 to 2.

In English Language and Literature (Lecturer), the underutilization of Women increased from 1 to 2. The underutilization for Hispanics increased from 0 to 1.

In Mathematics and Statistics, the underutilization of Women increased from 1 to 2 and the underutilization of Asians increased from 1 to 2.

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, as will the actual date of the hires.

## **OTHER ANALYSES**

### **Personnel Activity**

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

**Appendix F** provides detail on personnel activity by Job Group:

Job Actions by Job Group and Ethnicity

Job Actions by Job Group and Gender

Faculty Tenure Actions by Department, Title, and Ethnicity

- Faculty Tenure Actions by Department, Title, and Gender

We compared employee title changes between reference dates (i.e., June 2, 2017 and June 1, 2018). The reports track hires, moves to a higher or lower Job Group, moves within a Job Group, and Separations.

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions and are listed as having separated from one group and joined another group.

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

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure.

During the reporting period, four faculty members were presented for tenure, three out of four were Associate Professors and one was an Assistant Professor. All were recommended and granted tenure by the Board of Trustees, effective September 1, 2017.

The tenure recipients included faculty from the following academic units: Allied Health Services, Behavioral and Social Sciences, Education and Humanities. 3 out of the 4 tenure recipients were women. None were members of a protected ethnic/racial group.

During the reporting period, 11 faculty members were promoted. Of those 11 faculty members, 5 were members of a protected ethnic/racial group, 3 were Hispanic and 2 were Asian. Of the 11 faculty members, five were female.

## **Recruiting Activity**

Recruiting and selection take place within a process designed to promote both effectiveness and diversity. Prior to posting a position, the Chief Diversity Officer reviews and approves the posting language from the standpoint of any requirements that may impose bias. In most cases, the Chief Diversity Officer also creates and/or reviews a Search Plan outlining intended methods of outreach for the position.

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

The CDO reviews the list of individuals selected for interviews, and at the end of the recruiting process, approves the entire search.

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

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

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

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

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

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

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

During the current program year, 11 new faculty members were hired by the College. Of that group of 11 faculty, 10 were members of a protected ethnic/racial group and 7 were women. Of these 11 new hires, 2 were Asian and 1 is American Indian, showing a positive trend for the current program year. However, since the majority of these new hires were finalized after May 31<sup>st</sup>, 2018, they are not counted in the statistics for this reporting period.

### **Hiring from Civil Service Applicant Pools**

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

### **Compensation**

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

We review policies such as:

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

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

The Chief Diversity Officer and the Human Resources Director discussed compensation best practices and areas of risk with members of the President's Cabinet September 27<sup>th</sup>, 2018.

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

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

Part Three contains:

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

## IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

### Exhibit: Summary of Campus Programs, 2017-2018

The Hostos Community participated in many activities in support of diversity and inclusion throughout the 2017-2018 Academic Year. These programs demonstrated the need to continue a sustained dialogue exploring functional definitions of diversity, plurality and inclusiveness on the Hostos campus and in the Hostos classroom.

Below is a list of programs in support of diversity & inclusion, the efforts included, but were not limited to the following:

#### The Center for Teaching and Learning (“CTL”)

*Hostos Reads*, was once again presented by the CTL in corroboration with the Hostos Library, the chosen book of the year was *Americanah*, a novel by Chimamanda Ngozi Adichie. Members of the College community read the book and joined informal book discussion in the library throughout the academic year. There were also brown bag events and workshops throughout the reporting period where members of the College Community, including faculty, staff and Students all had an opportunity for discussion and dialogue between.

The CTL also collaborated with the Hostos Diversity Fellow, Professor Nelson Nunez Rodriguez, and the Office of Academic Affairs to present a Professional Development Day – *A Faculty Conversation about Diversity in the Classroom: Another collaborative effort to fulfill OAA Faculty Diversity Plan*. During this day-long training, the faculty was asked, “Is Hostos Classroom really inclusive?” Faculty members discussed what this means and what can be done to make sure that students feel affirmed and heard. Faculty acknowledged the need for everyone in the community to be more open to other people’s views including ideas they might disagree with. The CTL, together with the Hostos Diversity Fellow, developed a faculty survey based on cultural competencies and Diversity matters and results of this survey were also shared during the Professional Development Day.

Members of the College community also attended the *2018-AAC&U Conference on Diversity, Equity, and Inclusive Democracy: The Inconvenient Truths*, and Hostos Diversity Fellow, Chief Diversity Officer, Dean Ann Mester, Associate Dean of Academic Affairs and Hector Soto, President of the Affirmative Action Committee reported back to the faculty, sharing outcomes and strategies learned at the conference. Further discussions are scheduled to pick up where the community left off in terms of ways to sustain a dialogue regarding diversity matters. The meeting participants agreed on the need to have administration support for this endeavor. Thus, the College members embrace this idea. Moving forward, the Hostos Diversity Fellow plans to meet with CTL council members in Fall of 2018 to discuss different faculty development models that can be offered on diversity matters for the coming academic semester.



CTL held a *Learning Adjunct Open House: Another collaborative effort to fulfill OAA Faculty Diversity Plan*, Hostos in collaboration with the Hostos Diversity Fellow, continued to carry out many recommendations from Collaborative on Academic Careers in Higher Education (COACHE) survey conducted in 2014. The Hostos Diversity Fellow and Professor Camilo Almanacid, who serves as PSC CUNY liaison for adjunct faculty at Hostos, facilitated a session based on opportunities brought by the new adjunct contract which included a conversation led by Chief Diversity Officer, Lauren Gretina, who spoke on issues related to diversity and cultural sensitivity in the classroom today. Overall, the session was productive and emphasized the need to improve our service to adjunct faculty, including engaging them in conversations about diversity issues.

### Conversations on Reappointment, Tenure and Promotion

Hostos, together with the Hostos Diversity Fellow, organized a series of six workshops to discuss reappointment, tenure and promotion guidelines with faculty seeking these steps in their careers. Faculty members who recently secured tenure or promotion, as well as college-wide P&B members facilitated these conversations with the Hostos Diversity Fellow. These conversations uncovered the need to keep clarifying this important matter for faculty as all aspects of tenure, promotion and reappointment have a critical influence on faculty satisfaction. A survey applied in 2014 showed there is a significant relation between a college healthy climate for faculty and the transparency related to tenure and promotion processes. The conversation also reinforced the need to enhance faculty mentoring at departmental and college levels.

### Hostos Center for the Arts & Culture

The College also held activities to promote diversity via the Hostos Center for the Arts & Culture, the College's centerpiece for cultural activity. The Center consists of a museum-grade art gallery, a 367-seat theater, and a 907-seat concert hall. The Hostos Center for Arts and Culture has distinguished itself for showcasing the cultural traditions of the communities that the Center serves, by presenting premiere festivals and concert series.

The Hostos Center for Arts and Culture produces and presents dance, painting, sculpture, drama and literary arts, from folk traditions to emerging artists. A typical season includes a visual arts exhibition; periodic festivals featuring different cultural traditions; the Hostos Repertory Company; and an individual artists' program consisting of commissions and residencies. Other cultural activities include celebrations of Hispanic Heritage Month, Black History Month, Dominican Heritage Month, Puerto Rican Heritage Month, Women's History Month, Hanukkah, Kwanzaa, and Christmas via live music concerts, art and photography exhibits, dance concerts, film presentations, and lectures.

All series are open to the College community at no cost or at significant discounts, depending on the nature of the event. The following is a sample of events/performances held during the 2017 – 2018 season:

- Acclaimed author Kim Phillips-Fein will visit the campus to speak about her new book, *Fear City*, and how she ended up with a chapter on Hostos Community College.
- Momma's Hip Hop Kitchen – A multifaceted event showcasing women artists, especially of color, educating and empowering them on issues affecting their lives.
- West Side Story Reimagined – celebrating the 60<sup>th</sup> anniversary of the Broadway show, bandleader Bobby Sanabria and the MultiVerse Big Band pay tribute to the theatre and redefine the American Musical, reimagined with an all new instrumental Latin Jazz score.
- Legendary Cuban Voices, Lena Burke and Xiomara Laugart
- Blind Spot – The story of an undocumented immigrant seeking his own version of the American Dream: the hope for new life given by citizenship papers after serving his country but an unexpected turn transforms his life into a bitter awakening and the realization of being a small piece in a huge political board.

#### Recognition of Hispanic Heritage Month, Black History Month, and Women's History Month:

The following are some examples of these programs:

*Hispanic Heritage Month 2017 – A Kickoff Celebration: Activism & Civic Engagement Fair* was sponsored by Student Activities and A.L.M.A. Club and gave members of the College community an opportunity to learn about different types of activism. Celebrating Black History Month, Hostos welcomed back Cheryl Willis, who presented on her acclaimed new book, *Emancipated, My Family's Fight for Freedom*. During this presentation Ms. Willis spoke to the Hostos community about her enslaved ancestor who fought for freedom as a soldier during The Civil War.

Women's History Month 2018 – In recognition of Women's History Month, Hostos, set forth a full program with the theme "Nevertheless She Persisted," inspired by the National Women's History Project. As part of this program, Amanda Gorman performed her spoken word poetry and spoke about her writing as a means to give voice and empower marginalized communities and people around the globe.

### The Health and Wellness Center

The Health and Wellness center hosted *Denim Day* to educate students on sexual assault and the resources that are available both on and off campus. Members of Public Safety discussed what services the College provides for student. Students were also provided with a platform to ask questions and have their questions answered. Some services discussed were: Filing orders of protection, police reports, and transportation to a SAFE Hospital when applicable, on and off campus mental health and domestic violence (DOVE Program) counseling services and other available resources, including how Public Safety can assist with safety escorts. Students were also provided with information on the Student's Bill of Rights, College Title IX Coordinator, Dean of Students, Director of Public Safety and the Family Justice Center.

### Accelerated Study in Associate Programs ("ASAP")

In September 2017, ASAP presented *Preparing for Change and Getting to Know Yourself*. During the Spring Semester, ASAP's curriculum discussed differences between the culture and community here in the Bronx and together with exploring options, including other communities and experiences, that will help the students develop as educated professionals in environments that may be different than what they are used to. Both of these curricula helped students identify feelings, emotions, personality types, strengths, and weaknesses which then helped empower them to be open to learning about diversity and cultural differences.

The library at Hostos, has created a [Multicultural and Diversity Resources](#) site, aimed at helping faculty and students locate and identify useful resources that promote an awareness of diversity. Resources include online databases, web sites, print materials and other information.

## **IMPLEMENTATION OF 2018-2019 PROGRAMS**

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

### **Exhibit: Planned Campus Programs, 2018-2019**

In September of 2018, the College will welcome back ten Hostos students-actors who performed the play, "Gender of Attraction" at the prestigious Edinburgh Festival Fringe in Scotland. The Director of the Repertory Company, Professor Ángel Morales, and faculty member, Rafael Mejía, will also be acknowledged at a special ceremony where the students will be able to debrief and then be recognized for this achievement and experience.

CTL together with the Library will again collaborate to present, *Hostos Reads*, a college-wide initiative that asks the community to bring ideas and exchange strategies for encouraging a culture of deep thinking and reading on campus. This year's selection is, *How to Think: A Survival Guide for a World at Odds*, written by Alan Jacobs. Faculty, staff, and students will be encouraged to read the book and join in campus-wide discussions throughout the year to discuss what it means to think deeply and why it matters in this age of distraction, easy answers, and "alternative facts."

*The Presence of Latina/o, Latinx Heritage within Hispanic-Serving Institutions* – The first of a two-part series of faculty-created and led-forum discussions on issues relevant to Latina/o/Latinx communities and their education, from faculty and student perspectives, across the nation, with a particular focus on the Bronx. This event is organized by Professors Inmaculada Lara Bonilla and Victor Torres-Vélez in honor of Hispanic Heritage Month.

*Latino or Latinx: "Latina Activism: Sisters and Daughters - Past & Present* – The second part of this series will be a discussion on issues affecting the Latino/Latinx community across the nation, and our own, here in the Bronx. This presentation will be moderated by Professors Joan Beckerman and Héctor Soto with guest speaker Dr. Iris Morales.

*El Gran Combo de Puerto Rico* will perform in celebration of the 50<sup>th</sup> Anniversary of Hostos Community College, Puerto Rico's El Gran Combo, considered to be "the most popular Salsa group that has ever existed" will make its Hostos debut at long last with an after show dancehall at Hostos Café.

*The Tenth Biennial BomPlenazo* – A celebration of Afro-Puerto Rican Music and Dance, Bomba & Plena that will include mainstage concerts, lectures, workshops and so much more.

The CTL together with OAA will continue to offer conversations on creating teachable moments revolving around visible and invisible diversity in the classrooms by developing workshops which build off prior dialogs.

Hostos plans to continue to offer Domestic Violence Workshops and Roundtables with the goal of fostering a safe environment where faculty, staff, and students feel supported, can learn about additional resources and educate themselves. *Rising Above the Wall: A Bronx Domestic Violence Roundtable Immigration Symposium*, is an example of one of the upcoming events.

## **ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION**

The College continues to make good faith efforts to recruit candidates from protected

groups. During the reporting period, job announcements were advertised in various periodicals and websites that have wide circulation and readership, including but not limited to:

- Diverse Jobs in Higher Ed
- Asians in Higher Ed
- American Accounting Association
- Financial Women’s Association
- Educause Career Center
- Dice.com
- Women in Higher Ed
- Blacks in Higher Ed
- Chronicle of Higher Ed
- Higher Ed Jobs
- CUNY Jobs
- Disability Jobs
- Enable America Jobs
- NY Works Veterans Jobs
- New York Us Jobs

Job advertisements are also disseminated to various organizations, including the Institute for Research on the African Diaspora in the Americas and the Caribbean (IRADAC), the John D. Calandra Italian-American Institute, and the National Puerto Rican Coalition, Inc, and advertised in other professional publications and list-serves. The College also sends all job announcements to the Bronx Outreach Specialist at the US Dept. of Veterans Affairs and the NYS Adult Career and Continuing Education Services – Vocation Rehabilitation unit (“ACCESS – VR”), an organization that assists people with disabilities, and New York State workforce agencies. The University sends advertisements to wide-reaching recruiting sources such as indeed.com, Monster.com, Inside Higher Ed, and Simplyhired.com.

CUNY also circulates job postings to hundreds of other job sites, which also address and target various protected groups and categories.

During the reporting period, for Faculty Recruitment in Departments with Underutilization of Minorities and Females, the Office of Compliance and Diversity (“OCD”), together with Provost Christine Mangino and Department Chairs at Hostos, met to discuss the implementation of the Department-Specific Recruitment Plan (“DSRP”). This discussion emphasized the importance of Hostos’s mission which resides in diversity, equality, justice, and opportunity for all emphasizing the continued efforts in diversifying faculty and prioritizing this going forward. To this end, we engaged in discussion about the DSRPs, the current underutilization in the various departments and explained different/particular strategies that can be implemented to address the specific deficits and what new ideas/plans can be used this year to increase the diversity of the faculty applicant pool as well as the importance of having different perspectives to expand on the intersectional options beyond the usual race/gender/etc. Also discussed was the need to account for the

structural inequalities that have furthered inequities and create barriers for diversity and the importance of having a healthier mix of new and old perspectives. Going forward we need to continue with active participation by all committee members. In addition, OCD completed and began using an “E-Charge” Course to train search committees and illustrate the College’s commitment to diversity, pluralism, inclusion. Through the “E-Charge,” search committee members learn the reason behind having search committees and are shown how to fairly review resumes and ask questions of potential candidates. OCD is also available for any questions the search committee chair/members may have with respect to diversity and non-discrimination. The College will continue to examine its recruitment practices so that there are diverse applicant pools for vacancy announcements.

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

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

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days.
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied.
- A job application process where all candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, or disability status; information is kept confidentially and used to analyze the composition of applicant pools.

- A committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions.
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

## **INTERNAL AUDIT AND REPORTING**

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

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

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations.
- Monitoring the status of employee self-identification programs.
- Reviewing the effectiveness of recruiting outreach and advertising.
- Monitoring complaints or incident reports which may indicate underlying trends.
- Reviewing personnel activities and the Affirmative Action Plan with senior level officers.
- Advising management of program effectiveness and provide recommendations for improvement.

The College maintains employment records in the central CUNYFirst system used to provide the data underlying Affirmative Action Plans. The Chief Diversity Officer works with Human Resources staff to ensure College records are complete, accurate, and timely. Data quality is audited further by the University periodically throughout the year.

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

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

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

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

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

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

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

*It is the policy of The University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees*



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

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

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

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

## **REVIEW OF PERSONNEL PROCESSES**

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

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

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

## REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

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

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

## REASONABLE ACCOMMODATIONS

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

The College contact for accommodation requests is:

Name: Christine Dias-Singh

Title: HR Labor Relations Manager

Phone: (718) 518-6654

Email: [CDIAS-SINGH@hostos.cuny.edu](mailto:CDIAS-SINGH@hostos.cuny.edu)

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

[Click for CUNY's Policies.](#)

Applicants for employment may request accommodations to physical and mental limitations during the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and on the Human Resources page of Hostos website.

The text of the statement is as follows:

*Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the [Office of Human Resources](#) at Hostos Community College or contact the Office of Recruitment and Diversity at [jobs@cuny.edu](mailto:jobs@cuny.edu) or at 395 Hudson St., New York, NY 10014.*

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

In the last year:

- While recognizing that many requests are resolved through an informal process, the College responded to 37 official requests for employee accommodations, all requests except for 4 were approved, none were appealed, and at this time there are no outstanding appeals
- The College responded to zero requests for reasonable accommodation from job applicants.
- The College adjusted the College website to ensure compliance with the Office of Civil Rights requirements for publicly funded higher education institutions and WCAG 2.0 standards. Accessibility software was installed on additional lab computers and on all classroom lab computers. Two computers were provisioned in the Library for ADA use. In addition, numerous hardware and software were procured by the ARC for improving accessibility services on campus via the Student Technology Fee.

## **HARASSMENT PREVENTION PROCEDURES**

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

## EXTERNAL DISSEMINATION OF POLICY

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

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

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

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

## OUTREACH AND POSITIVE RECRUITING

### Summary of Prior Year Outreach Efforts

Veterans were targeted thru the [New York State Department of Labor](#) and CUNY's distribution network for job postings, through that network postings were distributed to a wide range of outlets including:

- Local Veterans' employment centers and disabled veteran outreach programs
- Veteran Job Bank (US Department of Veterans' Affairs)
- Veteranjobsite.com
- Veteransenterprise.com • US.JOBS veterans' job board
- USA Cares
- Student Veterans of America
- NYWORKS Veterans (New York State Dept. of Labor)
- My Next Move for Veterans (US Dept. of Labor)
- My Skills My Future for Veterans (US Dept. of Labor)
- Military Spouse Career Network
- Military Spouse Connections
- Military Spouse Employment Program
- Militarygigs.com
- Marinejobsite.com and Marinegigs.com
- National Guard Employment Program
- Armedservicesjobs.com
- Vet720.com (transitions program)

On November 12<sup>th</sup>, 2017, President Gómez, acknowledged the veterans who are part of the Hostos family and asked that we work to create a world in which peace and justice – not war – shape our shared destiny. His message to Veterans was, “We salute you! And we remember.”

## Planned Outreach for 2018-2019

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

Hostos Community College Campus Walkthrough for Accessibility – Accessibility Resource Center (“ARC”) will join with other stakeholders and walkthrough the campus to identify physical barriers. A position paper will be written with the findings.

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

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

## INTERNAL DISSEMINATION OF POLICY

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

- Including policies in the manuals and other in-house publications.
- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation.
- Scheduling training sessions for employees involved in recruitment, selection, and promotion decision-making.
- Discussing policies thoroughly in both employee orientation and management training programs.

- Including articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications.
- Posting the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability).
- Featuring persons who are Individuals with Disabilities in handbooks or similar publications.

## **RESPONSIBILITY FOR IMPLEMENTATION**

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

### **The President**

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

### **504/A.D.A Coordinator**

The President assigned the duties of the 504/A.D.A. Coordinator to Lauren Gretina. Their responsibilities include:

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

## 504/A.D.A. Committee

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

- Jorge Matos, Assistant Professor Library, Chair
- Julie Bencosme, Associate Professor, Allied Health Sciences
- Destini Mitchell Murray, Hostos Student
- Oumar Diaby, Hostos Student
- Biao Jiang, Assistant Professor, Natural Sciences
- Andrew London, Lecturer, Humanities
- Julie Trachman, Associate Professor, Natural Sciences
- Elys Iscan Vasquez, Assistant Professor, Education
- Elyse Zucker, Associate Professor, English
- Raymond Perez, Director, Student Disability Services
- Fabian Wander, Director, Student Health Services
- Stephanie Caban, Hostos Student

## College Officials

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

## University Management

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

[Click here for University Resources:](http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/)  
<http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

## TRAINING

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

The Chief Diversity Officer along with the Hostos Diversity Fellow, Dean Mester,

Associate Dean of Academic Affairs and Hector Soto, Assistant Professor and President of the Affirmative Action Committee, all attended the Association of American Colleges and Universities (“AAC&U”) Conference, Diversity, Equity, and Inclusive Democracy which took place in San Diego, March 22, 2018 through March 24th, 2018.

ASAP staff members from Hostos attended the *National Conference on Race and Ethnicity in American Higher Education (NCORE)* in New Orleans from May 29<sup>th</sup> to June 2nd. NCORE focuses on the complex task of creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus and to expand opportunities for educational access and success by culturally diverse, traditionally underrepresented populations. This professional development activity is designed to improve racial and ethnic relations on campus and expand opportunities for educational access and success by culturally diverse and traditionally underrepresented populations.

The Chief Diversity Officer together with HR Recruiters attended the Recruiters’ Network meetings on October 31, 2017 and HR Personnel also attended the Recruiters’ Network meetings on October 31, 2017 and February 26, 2018. Topics discussed included: advertising and outreach, CUNY Analytics, a review of hiring statistics, discussion about the Faculty Opportunity Fund, information on Recruiter’s Veterans Outreach, Sources-Faculty Recruiting/Adverting and Host Site Proposal and Site Approval Forms for the VA Work/Study Program as well as advertising statistics from past years.

## **AUDIT AND REPORTING SYSTEM**

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

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

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



## BENCHMARK COMPARISONS

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

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

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

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

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

#### Veterans Hiring Benchmark

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

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identified as Veterans before an offer of employment is made	100	74	630
B. Total number of job openings	112	133	131
C. Total number of jobs filled	146	130	125
D. Total number of applicants for all jobs	6892	5984	5696
E. Number of Veteran applicants hired	2	1	3
F. Total number of applicants hired	87	71	106
Hiring Rate (E divided by F)	2.3%	1.4%	2.8%
Was Benchmark Met? (Yes/No)	NO	NO	NO

### Hiring Rate, Individuals with Disabilities

There currently is no benchmark rate for Individuals with Disabilities.

<b>Factor</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2015-2016</b>
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	263	166	17
B. Total number of job openings	112	133	131
C. Total number of jobs filled	146	130	125
D. Total number of applicants for all jobs	6892	5984	5696
E. Number of Individuals with Disabilities hired	2	3	5
F. Total number of applicants hired	87	71	106
<b>Hiring Rate (E Divided by F)</b>	<b>2.3%</b>	<b>4.2%</b>	<b>4.7%</b>

# APPENDICES

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

## APPENDIX A - ORGANIZATION CHART

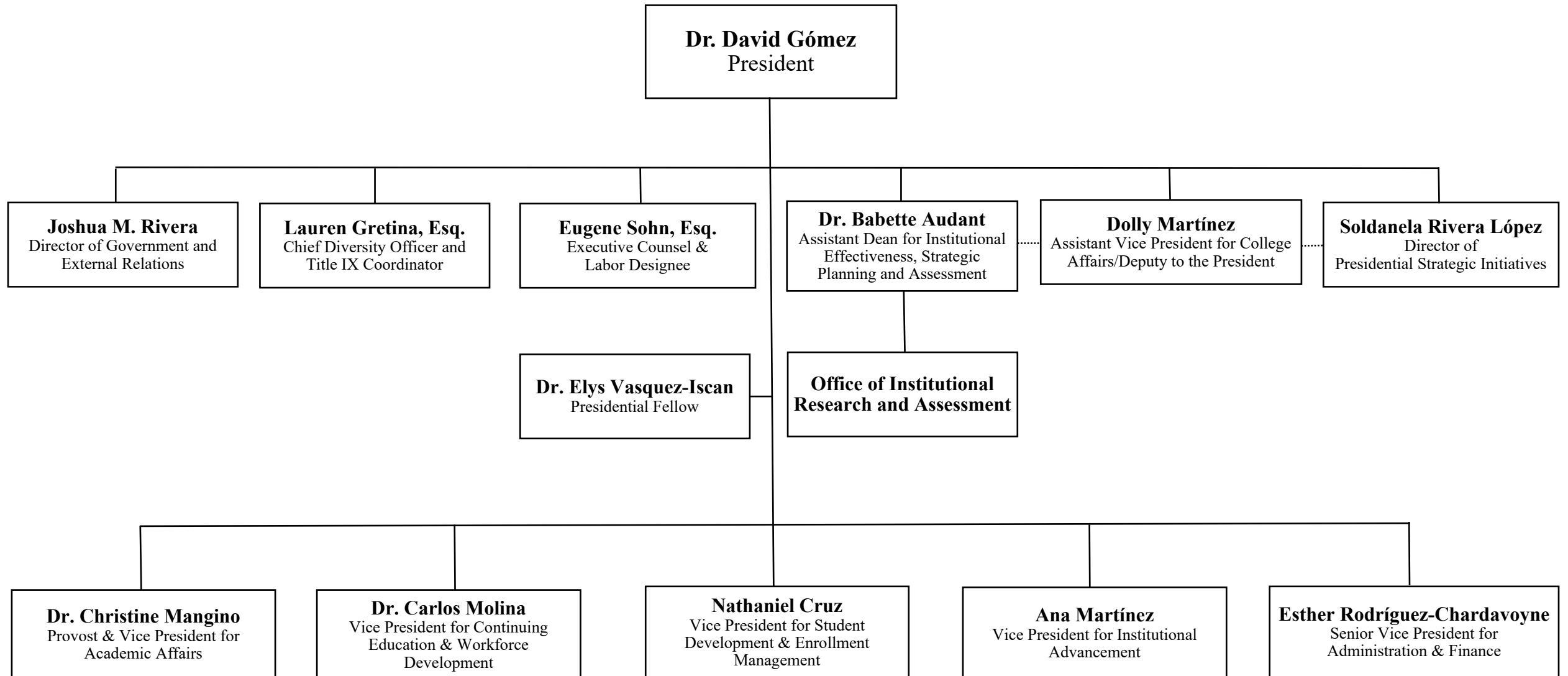
### Hostos CC

This Appendix provides a high-level organization chart.

# HOSTOS COMMUNITY COLLEGE

## EXECUTIVE ORGANIZATIONAL CHART

JULY 2018



**CURRENT**

## APPENDIX B - REAFFIRMATION LETTER

### Hostos CC

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

To: Campus Community

From:   
David Gómez, Ed.D.  
President

Date: September 11, 2017

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 Hostos 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 Hostos Community College's compliance with the CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

The Equal Opportunity and Non-Discrimination Policy states CUNY's commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws. I remind you that Italian Americans are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements. I invite you to visit the Hostos Community College website, <https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity> to view the Equal Opportunity Policy in its entirety, including the complaint procedures and prohibition against retaliation.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer, Lauren Gretina, Esq., who will also serve as the Title IX Coordinator and 504/ADA Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Compliance and Diversity is located in Room A-336 at 475 Grand Concourse, Bronx, New York 10451, and the telephone number is 718-518-4284. Additionally, any individual who believes that he or she has experienced employment discrimination should immediately contact Ms. Gretina at 718-518-4284.

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

## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

### Hostos CC

This report lists those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Titles added to CUNY's job system in the past year are listed at the end of this Appendix.

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

Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is an external Labor Market measure. LMA Factor 2 is an internal factor (i.e., employee eligible for promotion into the group).

Full Time Employee Count: 634



**Category: Executive/Administrative/Managerial**

**Administration 1 (Executive)**

Employee Count: 17

Executive Compensation Plan (Other Than Chief Executive)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (EDC) US - Ph.D., M.A., B.A., 2013-14
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.

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

**Administration 2 (Manager)**

Employee Count: 65

Manager-Level Administrators

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
HE Associate	30
HE Officer	35

**Facility Manager**

Employee Count: 2

Facility Superintendents (Managerial)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Admin Supt Builds Grds	1

**Category: Executive/Administrative/Managerial**

Chief Admin Supt - Competitive 1

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**IT Computer Manager**

Employee Count: 1

Information Technology Managers (Managerial)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)
2-Internal	0.00%	NA

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

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**Security Manager**

Employee Count: 3

Campus Security Managers (Managerial)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

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

**Category: Professional Faculty**

**Faculty-Developmental**

Employee Count: 19

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
CLIP Instructor	10
CUNY Start Instructor	9

**Faculty-Instructor**

Employee Count: 2

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

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred M.A. 2013-2014, 4-State (NY/NJ/CT/PA)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Instructor	2

**Faculty-Lecturer**

Employee Count: 37

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

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
Dist Lecturer	1
Lecturer	34
Lecturer Doct Sch	2

**Category: Professional Faculty**

**Faculty-Professorial**

Employee Count: 150

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

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields. For Library, availability calculation blends Master's and Doctorate degrees weighted as 50% 4-State and 50% US Non-4-State.
2-Internal	100.00%	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.

Title(s)	Employee(s)
Assc Professor	34
Asst Professor	82
Dist Professor	1
Professor	33

**Category: Professional Non-Faculty**

**Accountant**

Employee Count: 2

Accountants (Professionals)

**Labor Market Availability Factors**

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

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

**Administration 3 (Professional)**

Employee Count: 127

Administrators (Professionals)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	70.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	30.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
Asst to HEO	44
HE Assistant	83

**IT Computer Professional**

Employee Count: 16

Information Technology Professionals

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

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
IT Associate	3
IT Asst	10
IT Bus Data Rep Analyst	1
IT Sr Associate	2

**Category: Professional Non-Faculty**

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**Nurse**

Employee Count: 1

Nurses

**Labor Market Availability Factors**

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

<b>Title(s)</b>	<b>Employee(s)</b>
Nurse	1

**Category: Administrative Support Workers**

**Accountant Assistant**

Employee Count: 4

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)
2-Internal	0.00%	NA

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

**Administrative Assistant**

Employee Count: 10

Administrative Support Staff-Senior Level

**Labor Market Availability Factors**

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

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

**Mail Services Worker**

Employee Count: 3

Mail Services Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Mail Message Svcs Worker	3

**Category: Administrative Support Workers**

**Office Assistant**

Employee Count: 49

Administrative Support Staff-Entry Level

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
CUNY Office Assistant	49



**Category: Technicians**

**Administration 4 (College Lab Tech)**

Employee Count: 13

College Laboratory Technicians (abbrev CLT)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%
2-Internal	0.00%	NA

Title(s)	Employee(s)
College Lab Tech	8
Sr College Lab Tech	5

**IT Support Technician**

Employee Count: 7

IT Technical Support Workers

In 2017, split from the Professional IT Staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Support Asst	7

**Print Shop**

Employee Count: 2

Print Shop and Related Tech Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Print Shop Assistant	2

**Category: Craft Workers**

**Basic Crafts-Buildings and Grounds**

Employee Count: 8

Buildings and Grounds Workers

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Maintenance Worker	8

**Laborers and Helpers**

Employee Count: 6

Entry-Level Craft Workers

In 2017, split from Skilled Trades

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Electrician Helper	1
Laborer	3
Plumber Helper	1
Stock Worker	1

**Skilled Trades**

Employee Count: 14

Skilled Tradespeople

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
Carpenter	1

**Category: Craft Workers**

Electrician	2
High Pressure Plant Tender	1
Locksmith	1
Oiler	2
Painter	2
Plumber	1
Stationary Engineer	4

**Skilled Trades-Supervisor**

Employee Count: 2

Skilled Trades Supervisors

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
Stationary Engineer Sr	1
Thermostat Repairer Supv	1

**Category: Service Workers and Others**

**Campus Peace Officer-Level 1**

Employee Count: 27

Campus Security-Entry Level Staff

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Peace Officer	21
Campus Security Asst	6

**Campus Peace Officer-Level 2**

Employee Count: 1

Campus Security-Mid Level Staff

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
Campus Peace Officer	1

**Campus Peace Officer-Sergeant**

Employee Count: 8

Campus Security Supervisors

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
Campus Pub Safety Sergeant	6
Campus Security Specialist	2

**Category: Service Workers and Others**

**Custodial**

Employee Count: 32

Custodians-Entry Level

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	32

**Custodial Supervisor**

Employee Count: 6

Custodial Supervisors

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)
2-Internal	0.00%	NA

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

## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

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

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

## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

### Hostos 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 HRIS System. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty total will not be included in the utilization analyses in Appendix E.

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

Total Faculty: 208

## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

### Biological and Biomedical Sciences AND Physical Sciences

Faculty Count: 22

Blended rate (average) of Biological and Biomedical Sciences / Physical Sciences for those departments which teach both disciplines.

Department ID	Department Name	Number of Faculty
10033	Natural Sciences	22

### Business, Management, Marketing, Support Services

Faculty Count: 10

Department ID	Department Name	Number of Faculty
10042	Business	10

### Education

Faculty Count: 25

Department ID	Department Name	Number of Faculty
10084	Education	11
10176	Language & Cognition	14

### Education - Developmental

Faculty Count: 20

Department ID	Department Name	Number of Faculty
65068	CLIP	19
75022	Counseling Center	1

### English Language and Literature/Letters

Faculty Count: 29

Department ID	Department Name	Number of Faculty
10102	English	29

### Health Professions and Related Programs

Faculty Count: 26

Department ID	Department Name	Number of Faculty
10310	Allied Health Sciences	26

### Liberal Arts and Sciences, General Studies & Humanities

Faculty Count: 22

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

Department ID	Department Name	Number of Faculty
10115	Humanities	22



## APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

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### Library (Librarians/Non-Teaching)

Faculty Count: 10

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

Department ID	Department Name	Number of Faculty
70054	Library	10

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### Mathematics and Statistics

Faculty Count: 24

Department ID	Department Name	Number of Faculty
10195	Mathematics	24

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### Social Sciences

Faculty Count: 20

Department ID	Department Name	Number of Faculty
10028	Behavioral & Social Sciences	20

## APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

### Hostos CC

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

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

Full-Time Employee Count: 13

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#### College Lab Tech-Blended Science Engineering Technical

Employees: 9

Department ID	Department Name	Number of Technicians
10310	Allied Health Sciences	4
70054	Library	1
10033	Natural Sciences	4

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#### College Lab Tech-Other

Employees: 4

Department ID	Department Name	Number of Technicians
75012	Athletics & Recreation	1
10115	Humanities	3

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

### Hostos CC

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

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

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

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

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

Category: Executive/Administrative/Managerial

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

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees 17

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04316	Asst Vice President
04701	Sr Vice President
04702	Vice President

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	10	13	2	1	10
<b>Underutilized (Yes/No)?</b>				Y	
<b>Number Underutilized</b>				1	
<b>Actual Utilization Percent</b>	58.8%	76.5%	11.8%	5.9%	58.8%
<b>Labor Market Avail. Percent</b>	49.3%	29.7%	8.5%	11.1%	8.9%

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

Category: Executive/Administrative/Managerial

**Job Group:** Administration 2 (Manager)

Description: Manager-Level Administrators

Full-time Employees 65

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	41	47	5	9	33
Underutilized (Yes/No)?			Y		
Number Underutilized			2		
Actual Utilization Percent	63.1%	72.3%	7.7%	13.8%	50.8%
Labor Market Avail. Percent	59.9%	41.4%	10.6%	16.3%	13.5%

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

Category: Professional Non-Faculty

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

Description: Administrators (Professionals)

Full-time Employees 127

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	97	117	5	31	78
Underutilized (Yes/No)?			Y		
Number Underutilized			7		
Actual Utilization Percent	76.4%	92.1%	3.9%	24.4%	61.4%
Labor Market Avail. Percent	61.1%	37.6%	9.6%	14.3%	12.0%

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

Category: Professional Non-Faculty

**Job Group:** IT Computer Professional  
**Description:** Information Technology Professionals  
**Full-time Employees** 16

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	2	15	2	1	10
<b>Underutilized (Yes/No)?</b>	Y		Y		
<b>Number Underutilized</b>	2		1		
<b>Actual Utilization Percent</b>	12.5%	93.8%	12.5%	6.3%	62.5%
<b>Labor Market Avail. Percent</b>	26.4%	33.6%	19.7%	7.1%	5.4%

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

Category: Administrative Support Workers

**Job Group:** Administrative Assistant  
**Description:** Administrative Support Staff-Senior Level  
**Full-time Employees** 10

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	8	10	0	5	4
<b>Underutilized (Yes/No)?</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	80.0%	100.0%	0.0%	50.0%	40.0%
<b>Labor Market Avail. Percent</b>	91.1%	74.0%	8.0%	38.1%	27.0%



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

Category: Administrative Support Workers

**Job Group:** Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees 49

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	45	48	2	12	33
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	91.8%	98.0%	4.1%	24.5%	67.3%
Labor Market Avail. Percent	89.9%	26.5%	3.7%	11.6%	9.8%

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

Category: Craft Workers

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

Description: Buildings and Grounds Workers

Full-time Employees 8

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	3	0	2	1
Underutilized (Yes/No)?	Y		Y		Y
Number Underutilized	1		0		1
Actual Utilization Percent	12.5%	37.5%	0.0%	25.0%	12.5%
Labor Market Avail. Percent	20.0%	42.4%	2.3%	12.6%	26.0%

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

Category: Craft Workers

**Job Group:** Laborers and Helpers  
**Description:** Entry-Level Craft Workers  
**Full-time Employees** 6

Employees in this group hold the following titles:

Title ID	Title Name
91722	Electrician Helper
90702	Laborer
91916	Plumber Helper
12200	Stock Worker

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	4	0	2	2
<b>Underutilized (Yes/No)?</b>	Y		Y		
<b>Number Underutilized</b>	1		0		
<b>Actual Utilization Percent</b>	0.0%	66.7%	0.0%	33.3%	33.3%
<b>Labor Market Avail. Percent</b>	17.0%	33.7%	2.6%	11.6%	18.2%

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

Category: Craft Workers

**Job Group:** Skilled Trades

Description: Skilled Tradespeople

Full-time Employees 14

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	0	6	0	2	3
<b>Underutilized (Yes/No)?</b>	Y		Y		
<b>Number Underutilized</b>	0		0		
<b>Actual Utilization Percent</b>	0.0%	42.9%	0.0%	14.3%	21.4%
<b>Labor Market Avail. Percent</b>	2.5%	29.7%	2.6%	7.0%	18.7%

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

Category: Technicians

**Job Group:** IT Support Technician  
**Description:** IT Technical Support Workers  
**Full-time Employees** 7

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
<b>Number of Employees</b>	2	7	0	1	6
<b>Underutilized (Yes/No)?</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	28.6%	100.0%	0.0%	14.3%	85.7%
<b>Labor Market Avail. Percent</b>	29.0%	32.6%	10.4%	11.7%	9.0%

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

Category: Service Workers and Others

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

Description: Campus Security Supervisors

Full-time Employees 8

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	1	8	1	3	4
Underutilized (Yes/No)?	Y			Y	
Number Underutilized	1			1	
Actual Utilization Percent	12.5%	100.0%	12.5%	37.5%	50.0%
Labor Market Avail. Percent	22.6%	85.9%	6.1%	55.1%	23.8%

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

Category: Service Workers and Others

**Job Group:** Campus Peace Officer-Level 1  
**Description:** Campus Security-Entry Level Staff  
**Full-time Employees** 27

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	10	26	1	12	12
<b>Underutilized (Yes/No)?</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	37.0%	96.3%	3.7%	44.4%	44.4%
<b>Labor Market Avail. Percent</b>	28.4%	66.7%	7.1%	28.1%	29.3%

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

Category: Service Workers and Others

**Job Group:** Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees 6

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
<b>Number of Employees</b>	1	6	0	4	2
<b>Underutilized (Yes/No)?</b>	Y		Y		
<b>Number Underutilized</b>	1		0		
<b>Actual Utilization Percent</b>	16.7%	100.0%	0.0%	66.7%	33.3%
<b>Labor Market Avail. Percent</b>	29.0%	40.0%	2.4%	13.8%	22.1%



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

Category: Service Workers and Others

**Job Group:** Custodial

Description: Custodians-Entry Level

Full-time Employees 32

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	9	32	0	15	17
Underutilized (Yes/No)?			Y		
Number Underutilized			1		
Actual Utilization Percent	28.1%	100.0%	0.0%	46.9%	53.1%
Labor Market Avail. Percent	27.3%	48.9%	2.8%	15.6%	28.8%

## APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

### Hostos CC

Appendix E-2 presents utilization and underutilization for College Laboratory Technicians, by general discipline and by protected demographic group. A group is displayed only when there are five or more employees assigned to it.

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

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

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

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

**College Lab Tech - Science, Tech, Eng.**

Full-Time Employees: 9

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

**Department ID Department Name**

10310	Allied Health Sciences
70054	Library
10033	Natural Sciences

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	5	8	0	2	6
<b>Underutilized (Yes/No)</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	55.6%	88.9%	0.0%	22.2%	66.7%
<b>Labor Market Avail. Percent</b>	27.8%	30.0%	12.9%	8.0%	7.0%

## APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

### Hostos CC

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

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

Blanks indicate no underutilization.

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

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

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

**Biological and Biomedical Sciences AND Physical Sciences**

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

10033                      Natural 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	8	10	4	0	6
Underutilized (Y/N)				Y	
Number Underutilized				1	
Actual Utilization Percent	38.1%	47.6%	19.0%	0.0%	28.6%
Labor Market Avail. Percent	43.3%	20.6%	9.9%	4.1%	5.1%

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

**Business, Management, Marketing, Support Services**

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

10042 Business

**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	2	4	0	1	3
Underutilized (Y/N)			Y		
Number Underutilized			0		
Actual Utilization Percent	40.0%	80.0%	0.0%	20.0%	60.0%
Labor Market Avail. Percent	43.9%	33.6%	7.1%	20.8%	4.5%

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

**Education**

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

- 10084 Education
- 10176 Language & Cognition

**Job Group Faculty-Professorial**

Total Faculty: 19

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	14	9	0	3	6
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	73.7%	47.4%	0.0%	15.8%	31.6%
Labor Market Avail. Percent	68.2%	30.3%	3.6%	18.2%	6.8%

**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	4	0	1	3
Underutilized (Y/N)			Y		
Number Underutilized			0		
Actual Utilization Percent	66.7%	66.7%	0.0%	16.7%	50.0%
Labor Market Avail. Percent	76.9%	21.4%	3.6%	8.4%	8.3%

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

**Education - Developmental**

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

65068 CLIP  
75022 Counseling Center

**Job Group Faculty-Developmental**

Total Faculty: 19

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	12	9	1	6	2
Underutilized (Y/N)			Y		
Number Underutilized			0		
Actual Utilization Percent	63.2%	47.4%	5.3%	31.6%	10.5%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%



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

**English Language and Literature/Letters**

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

10102 English

**Job Group** Faculty-Professorial

Total Faculty: 20

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	3	1	0	2
Underutilized (Y/N)				Y	
Number Underutilized				1	
Actual Utilization Percent	50.0%	15.0%	5.0%	0.0%	10.0%
Labor Market Avail. Percent	60.0%	12.6%	3.5%	3.4%	3.9%

**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	4	3	0	3	0
Underutilized (Y/N)	Y		Y		Y
Number Underutilized	2		0		1
Actual Utilization Percent	44.4%	33.3%	0.0%	33.3%	0.0%
Labor Market Avail. Percent	66.4%	18.1%	3.5%	6.1%	6.2%

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

**Health Professions and Related Programs**

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

10310 Allied Health Sciences

**Job Group** Faculty-Professorial

Total Faculty: 26

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	17	18	6	6	5
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	65.4%	69.2%	23.1%	23.1%	19.2%
Labor Market Avail. Percent	73.9%	25.2%	8.6%	10.3%	4.5%

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

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

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

10115 Humanities

**Job Group** Faculty-Professorial

Total Faculty: 17

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	10	0	1	8
Underutilized (Y/N)	Y		Y		
Number Underutilized	2		1		
Actual Utilization Percent	41.2%	58.8%	0.0%	5.9%	47.1%
Labor Market Avail. Percent	54.2%	12.2%	3.8%	4.7%	0.9%

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

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

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

70054                      Library

**Job Group              Faculty-Professorial**

Total Faculty:    10

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	6	2	2	2
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	80.0%	60.0%	20.0%	20.0%	20.0%
Labor Market Avail. Percent	79.4%	14.3%	1.6%	6.8%	5.4%

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

**Mathematics and Statistics**

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

10195 Mathematics

**Job Group Faculty-Professorial**

Total Faculty: 16

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	6	8	3	2	3
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	37.5%	50.0%	18.8%	12.5%	18.8%
Labor Market Avail. Percent	28.8%	16.4%	8.5%	2.7%	3.6%

**Job Group Faculty-Lecturer**

Total Faculty: 8

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	1	8	0	3	5
Underutilized (Y/N)	Y		Y		
Number Underutilized	2		2		
Actual Utilization Percent	12.5%	100.0%	0.0%	37.5%	62.5%
Labor Market Avail. Percent	41.4%	29.4%	19.6%	4.1%	3.6%

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

**Social Sciences**

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

10028 Behavioral & Social Sciences

**Job Group** Faculty-Professorial

Total Faculty: 16

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	9	0	3	6
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	43.8%	56.3%	0.0%	18.8%	37.5%
Labor Market Avail. Percent	48.4%	21.0%	6.8%	5.8%	6.5%

## APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

### Hostos CC

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

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

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

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

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

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10310 Allied Health Sciences**

**Discipline: Health Professions and Related Programs**

**Job Group: Faculty-Professorial**

**Total Faculty: 26**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Faculty</b>	17	18	6	6	5
<b>Underutilized (Yes/No)?</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	65.4%	69.2%	23.1%	23.1%	19.2%
<b>Labor Market Avail. Percent</b>	73.9%	25.2%	8.6%	10.3%	4.5%



**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10028 Behavioral & Social Sciences**

**Discipline: Social Sciences**

**Job Group: Faculty-Professorial**

**Total Faculty: 16**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Faculty</b>	7	9	0	3	6
<b>Underutilized (Yes/No)?</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	43.8%	56.3%	0.0%	18.8%	37.5%
<b>Labor Market Avail. Percent</b>	48.4%	21.0%	6.8%	5.8%	6.5%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10042 Business**

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

**Job Group: Faculty-Professorial**

**Total Faculty: 5**

<b>Utilization Report</b>					
	<b>Female</b>	<b>Total Minority</b>	<b>Asian/Nat. Haw./Other Pac. Isl.</b>	<b>Black/African Am.</b>	<b>Hispanic/ Latino</b>
<b>Number of Faculty</b>	2	4	0	1	3
<b>Underutilized (Yes/No)?</b>			Y		
<b>Number Underutilized</b>			0		
<b>Actual Utilization Percent</b>	40.0%	80.0%	0.0%	20.0%	60.0%
<b>Labor Market Avail. Percent</b>	43.9%	33.6%	7.1%	20.8%	4.5%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 65068 CLIP**

**Discipline: Education - Developmental**

**Job Group: Faculty-Developmental**

**Total Faculty: 19**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Faculty</b>	12	9	1	6	2
<b>Underutilized (Yes/No)?</b>			Y		
<b>Number Underutilized</b>			0		
<b>Actual Utilization Percent</b>	63.2%	47.4%	5.3%	31.6%	10.5%
<b>Labor Market Avail. Percent</b>	61.7%	24.9%	6.6%	6.6%	9.3%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10084 Education**

Discipline: Education

**Job Group: Faculty-Professorial**

Total Faculty: 9

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	7	0	3	4
Underutilized (Yes/No)?			Y		
Number Underutilized			0		
Actual Utilization Percent	77.8%	77.8%	0.0%	33.3%	44.4%
Labor Market Avail. Percent	68.2%	30.3%	3.6%	18.2%	6.8%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10102 English**

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

**Job Group: Faculty-Professorial**

Total Faculty: 20

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	10	3	1	0	2
Underutilized (Yes/No)?				Y	
Number Underutilized				1	
Actual Utilization Percent	50.0%	15.0%	5.0%	0.0%	10.0%
Labor Market Avail. Percent	60.0%	12.6%	3.5%	3.4%	3.9%

**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	4	3	0	3	0
Underutilized (Yes/No)?	Y		Y		Y
Number Underutilized	2		0		1
Actual Utilization Percent	44.4%	33.3%	0.0%	33.3%	0.0%
Labor Market Avail. Percent	66.4%	18.1%	3.5%	6.1%	6.2%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10115 Humanities**

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

**Job Group: Faculty-Professorial**

**Total Faculty: 17**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Faculty</b>	7	10	0	1	8
<b>Underutilized (Yes/No)?</b>	Y		Y		
<b>Number Underutilized</b>	2		1		
<b>Actual Utilization Percent</b>	41.2%	58.8%	0.0%	5.9%	47.1%
<b>Labor Market Avail. Percent</b>	54.2%	12.2%	3.8%	4.7%	0.9%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10176 Language & Cognition**

**Discipline: Education**

**Job Group: Faculty-Professorial**

**Total Faculty: 10**

<b>Utilization Report</b>					
	<b>Female</b>	<b>Total Minority</b>	<b>Asian/Nat. Haw./Other Pac. Isl.</b>	<b>Black/African Am.</b>	<b>Hispanic/ Latino</b>
<b>Number of Faculty</b>	7	2	0	0	2
<b>Underutilized (Yes/No)?</b>		Y	Y	Y	
<b>Number Underutilized</b>		1	0	2	
<b>Actual Utilization Percent</b>	70.0%	20.0%	0.0%	0.0%	20.0%
<b>Labor Market Avail. Percent</b>	68.2%	30.3%	3.6%	18.2%	6.8%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 70054 Library**

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

**Job Group: Faculty-Professorial**

**Total Faculty: 10**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Faculty</b>	8	6	2	2	2
<b>Underutilized (Yes/No)?</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	80.0%	60.0%	20.0%	20.0%	20.0%
<b>Labor Market Avail. Percent</b>	79.4%	14.3%	1.6%	6.8%	5.4%



APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS

Department: 10195 Mathematics

Discipline: Mathematics and Statistics

Job Group: Faculty-Professorial

Total Faculty: 16

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	8	3	2	3
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	37.5%	50.0%	18.8%	12.5%	18.8%
Labor Market Avail. Percent	28.8%	16.4%	8.5%	2.7%	3.6%

Job Group: Faculty-Lecturer

Total Faculty: 8

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	1	8	0	3	5
Underutilized (Yes/No)?	Y		Y		
Number Underutilized	2		2		
Actual Utilization Percent	12.5%	100.0%	0.0%	37.5%	62.5%
Labor Market Avail. Percent	41.4%	29.4%	19.6%	4.1%	3.6%

**APPENDIX E-4 - FACULTY UTILIZATION BY SELECTED DEPARTMENTS**

**Department: 10033 Natural Sciences**

**Discipline: Biological and Biomedical Sciences AND Physical Sciences**

**Job Group: Faculty-Professorial**

**Total Faculty: 21**

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Faculty</b>	8	10	4	0	6
<b>Underutilized (Yes/No)?</b>				Y	
<b>Number Underutilized</b>				1	
<b>Actual Utilization Percent</b>	38.1%	47.6%	19.0%	0.0%	28.6%
<b>Labor Market Avail. Percent</b>	43.3%	20.6%	9.9%	4.1%	5.1%

## APPENDIX F - SUMMARY OF PERSONNEL ACTIVITY

### Hostos CC

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

#### Index to Personnel Actions

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

Category Summary  
Executive/Administrative/Managerial

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	12		10	-	2	-	-	(12)		(11)	-	-	(1)	-	2	
<b>Male</b>	1	4	33%	3	-	1	-	-	(3)	25%	(3)	-	-	-	1	50%	
<b>Female</b>	(1)	8	67%	7	-	1	-	-	(9)	75%	(8)	-	-	(1)	1	50%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Total Min</b>	1	8	67%	7	-	1	-	-	(7)	58%	(7)	-	-	-	2	100%	
<b>Asian</b>	(1)	-	0%	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	0%	
<b>Black</b>	-	2	17%	2	-	-	-	-	(2)	17%	(2)	-	-	-	-	0%	
<b>Hispanic</b>	3	6	50%	5	-	1	-	-	(3)	25%	(3)	-	-	-	2	100%	
<b>Other Minority</b>	(1)	-	0%	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	0%	
<b>All White</b>	(1)	4	33%	3	-	1	-	-	(5)	42%	(4)	-	-	(1)	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	1	1	8%	1	-	-	-	-	-	0%	-	-	-	-	-	0%	

Job Group Summary  
Administration 1 (Executive)

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE				Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %				
<b>Total</b>	1	1		1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Male</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Female</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Total Min</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Black</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Hispanic</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-	0%

Job Group Summary  
Administration 2 (Managers)

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(2)	10		8	-	2	-	-	(12)		(11)	-	-	(1)	-	2	
<b>Male</b>	-	3	30%	2	-	1	-	-	(3)	25%	(3)	-	-	-	-	1	50%
<b>Female</b>	(2)	7	70%	6	-	1	-	-	(9)	75%	(8)	-	-	(1)	-	1	50%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	(1)	6	60%	5	-	1	-	-	(7)	58%	(7)	-	-	-	-	2	100%
<b>Asian</b>	(1)	-	0%	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	-	0%
<b>Black</b>	(1)	1	10%	1	-	-	-	-	(2)	17%	(2)	-	-	-	-	-	0%
<b>Hispanic</b>	2	5	50%	4	-	1	-	-	(3)	25%	(3)	-	-	-	-	2	100%
<b>Other Minority</b>	(1)	-	0%	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	-	0%
<b>All White</b>	(1)	4	40%	3	-	1	-	-	(5)	42%	(4)	-	-	(1)	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans Individuals w/Disabilities</b>	1	1	10%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
IT Manager

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
<b>Total</b>	1	1		1	-	-	-	-	-		-	-	-	-	-	-	-	
<b>Male</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Female</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Total Min</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Asian</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Black</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Hispanic</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>All White</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Veterans</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	

Category Summary  
Professional Faculty

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	5	23		17	-	2	4	-	(18)		(17)	(1)	-	-	-	11	
Male	-	10	43%	8	-	1	1	-	(10)	56%	(10)	-	-	-	-	6	55%
Female	5	13	57%	9	-	1	3	-	(8)	44%	(7)	(1)	-	-	-	5	45%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	6	15	65%	11	-	2	2	-	(9)	50%	(8)	(1)	-	-	-	5	45%
Asian	2	4	17%	2	-	1	1	-	(2)	11%	(1)	(1)	-	-	-	2	18%
Black	1	3	13%	2	-	-	1	-	(2)	11%	(2)	-	-	-	-	-	0%
Hispanic	3	8	35%	7	-	1	-	-	(5)	28%	(5)	-	-	-	-	3	27%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	(1)	8	35%	6	-	-	2	-	(9)	50%	(9)	-	-	-	-	6	55%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%



**Job Group Summary**  
**Faculty-Professional**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(1)	11		7	-	1	3	-	(12)		(12)	-	-	-	-	11	
<b>Male</b>	(3)	4	36%	3	-	-	1	-	(7)	58%	(7)	-	-	-	-	6	55%
<b>Female</b>	2	7	64%	4	-	1	2	-	(5)	42%	(5)	-	-	-	-	5	45%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	2	7	64%	4	-	1	2	-	(5)	42%	(5)	-	-	-	-	5	45%
<b>Asian</b>	2	3	27%	1	-	1	1	-	(1)	8%	(1)	-	-	-	-	2	18%
<b>Black</b>	1	1	9%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
<b>Hispanic</b>	(1)	3	27%	3	-	-	-	-	(4)	33%	(4)	-	-	-	-	3	27%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	(3)	4	36%	3	-	-	1	-	(7)	58%	(7)	-	-	-	-	6	55%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
Faculty-Instructor

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	1		-	-	1	-	-	(1)		-	(1)	-	-	-	-	-
<b>Male</b>	1	1	100%	-	-	1	-	-	-	0%	-	-	-	-	-	-	0%
<b>Female</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	-	1	100%	-	-	1	-	-	(1)	100%	-	(1)	-	-	-	-	0%
<b>Asian</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
<b>Black</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Hispanic</b>	1	1	100%	-	-	1	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
Faculty-Lecturer

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	6	9		9	-	-	-	-	(3)		(3)	-	-	-	-	-	-
<b>Male</b>	3	5	56%	5	-	-	-	-	(2)	67%	(2)	-	-	-	-	-	0%
<b>Female</b>	3	4	44%	4	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	4	7	78%	7	-	-	-	-	(3)	100%	(3)	-	-	-	-	-	0%
<b>Asian</b>	1	1	11%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	-	2	22%	2	-	-	-	-	(2)	67%	(2)	-	-	-	-	-	0%
<b>Hispanic</b>	3	4	44%	4	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	2	2	22%	2	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
Faculty-Developmental

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	2		1	-	-	1	-	(2)		(2)	-	-	-	-	-	-
<b>Male</b>	(1)	-	0%	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	0%
<b>Female</b>	1	2	100%	1	-	-	1	-	(1)	50%	(1)	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Hispanic</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	2	100%	1	-	-	1	-	(2)	100%	(2)	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Category Summary  
Professional Non-Faculty

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	12	31		28	-	2	1	-	(19)		(17)	(2)	-	-	-	7	
Male	(1)	6	19%	6	-	-	-	-	(7)	37%	(6)	(1)	-	-	-	-	0%
Female	13	25	81%	22	-	2	1	-	(12)	63%	(11)	(1)	-	-	-	7	100%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	11	27	87%	25	-	1	1	-	(16)	84%	(15)	(1)	-	-	-	7	100%
Asian	1	1	3%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	(3)	6	19%	6	-	-	-	-	(9)	47%	(9)	-	-	-	-	1	14%
Hispanic	13	20	65%	18	-	1	1	-	(7)	37%	(6)	(1)	-	-	-	5	71%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	1	14%
All White	1	4	13%	3	-	1	-	-	(3)	16%	(2)	(1)	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	(1)	-	0%	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	0%
Individuals w/Disabilities	-	1	3%	-	-	1	-	-	(1)	5%	(1)	-	-	-	-	2	29%

Job Group Summary  
Administration 3 (Professional)

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	12	29		27	-	2	-	-	(17)		(15)	(2)	-	-	-	7	
<b>Male</b>	(1)	5	17%	5	-	-	-	-	(6)	35%	(5)	(1)	-	-	-	-	0%
<b>Female</b>	13	24	83%	22	-	2	-	-	(11)	65%	(10)	(1)	-	-	7	100%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Total Min</b>	11	25	86%	24	-	1	-	-	(14)	82%	(13)	(1)	-	-	7	100%	
<b>Asian</b>	1	1	3%	1	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Black</b>	(4)	5	17%	5	-	-	-	-	(9)	53%	(9)	-	-	-	1	14%	
<b>Hispanic</b>	14	19	66%	18	-	1	-	-	(5)	29%	(4)	(1)	-	-	5	71%	
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	1	14%	
<b>All White</b>	1	4	14%	3	-	1	-	-	(3)	18%	(2)	(1)	-	-	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Veterans</b>	(1)	-	0%	-	-	-	-	-	(1)	6%	(1)	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	-	1	3%	-	-	1	-	-	(1)	6%	(1)	-	-	-	2	29%	

Job Group Summary  
IT Computer Professional

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	-	1		1	-	-	-	-	(1)		(1)	-	-	-	-	-	
Male	-	1	100%	1	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	-	1	100%	1	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	1	1	100%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
Disability Accomm. Spec

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
<b>Total</b>	(1)	-		-	-	-	-	-	(1)		(1)	-	-	-	-	-		
<b>Male</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Female</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Total Min</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%	
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Black</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Hispanic</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%	
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	



Job Group Summary  
NURSE-PRFL

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	1		-	-	-	1	-	-	-	-	-	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Female	1	1	100%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
Other/ Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	1	1	100%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	1	1	100%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Category Summary

Administrative Support Workers

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	7		6	-	-	1	-	(7)		(5)	(2)	-	-	-	-	-
<b>Male</b>	1	1	14%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
<b>Female</b>	(1)	6	86%	6	-	-	-	-	(7)	100%	(5)	(2)	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	1	7	100%	6	-	-	1	-	(6)	86%	(5)	(1)	-	-	-	-	0%
<b>Asian</b>	-	1	14%	1	-	-	-	-	(1)	14%	(1)	-	-	-	-	-	0%
<b>Black</b>	-	2	29%	2	-	-	-	-	(2)	29%	(2)	-	-	-	-	-	0%
<b>Hispanic</b>	1	4	57%	3	-	-	1	-	(3)	43%	(2)	(1)	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	(1)	-	0%	-	-	-	-	-	(1)	14%	-	(1)	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	(1)	-	0%	-	-	-	-	-	(1)	14%	-	(1)	-	-	-	-	0%

**Job Group Summary**  
**Accountant Assistant**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	(1)	-		-	-	-	-	-	(1)		-	(1)	-	-	-	-	-
<b>Male</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Female</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Hispanic</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	-	(1)	-	-	-	-	0%

Job Group Summary  
CUNY Office Assistant

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
<b>Total</b>	-	6		6	-	-	-	-	(6)		(5)	(1)	-	-	-	-	-	
<b>Male</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Female</b>	-	6	100%	6	-	-	-	-	(6)	100%	(5)	(1)	-	-	-	-	0%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Total Min</b>	1	6	100%	6	-	-	-	-	(5)	83%	(5)	-	-	-	-	-	0%	
<b>Asian</b>	-	1	17%	1	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	0%	
<b>Black</b>	-	2	33%	2	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%	
<b>Hispanic</b>	1	3	50%	3	-	-	-	-	(2)	33%	(2)	-	-	-	-	-	0%	
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>All White</b>	(1)	-	0%	-	-	-	-	-	(1)	17%	-	(1)	-	-	-	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	

Job Group Summary  
Mail Services Worker

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
Total	1	1		-	-	-	1	-	-		-	-	-	-	-	-	-	
Male	1	1	100%	-	-	-	1	-	0%	-	-	-	-	-	-	-	0%	
Female	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Other/Unknown	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Total Min	1	1	100%	-	-	-	1	-	0%	-	-	-	-	-	-	-	0%	
Asian	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Black	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Hispanic	1	1	100%	-	-	-	1	-	0%	-	-	-	-	-	-	-	0%	
Other Minority	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
All White	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Unknown	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Veterans	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%	

Category Summary

Craft Workers

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	1	3		3	-	-	-	-	(2)		(2)	-	-	-	-	-	-
<b>Male</b>	-	2	67%	2	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	0%
<b>Female</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Hispanic</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	2	67%	2	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

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

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	2	3		3	-	-	-	-	(1)		(1)	-	-	-	-	-	-
<b>Male</b>	1	2	67%	2	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
<b>Female</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Hispanic</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	1	2	67%	2	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	1	1	33%	1	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
Skilled Trades

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	-		-	-	-	-	-	(1)		(1)	-	-	-	-	-	
Male	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Female	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Black	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Hispanic	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Other Minority	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
All White	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%



Category Summary

Technicians

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	2		1	-	-	1	-	(2)		(2)	-	-	-	-	-	
<b>Male</b>	(1)	-	0%	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	0%
<b>Female</b>	1	2	100%	1	-	-	1	-	(1)	50%	(1)	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	-	2	100%	1	-	-	1	-	(2)	100%	(2)	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	(1)	-	0%	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	0%
<b>Hispanic</b>	1	2	100%	1	-	-	1	-	(1)	50%	(1)	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
IT Support Technician

	Net Group Changes	NET ADDITIONS		Joined Group - MIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION		Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %	
<b>Total</b>	-	1		1	-	-	-	-	(1)		(1)	-	-	-	-	-		
<b>Male</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Female</b>	-	1	100%	1	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Total Min</b>	-	1	100%	1	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%	
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Black</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Hispanic</b>	-	1	100%	1	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%	
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%	

Job Group Summary

Print Shop

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	1		-	-	-	1	-	(1)		(1)	-	-	-	-	-	
<b>Male</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
<b>Female</b>	1	1	100%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	-	1	100%	-	-	-	1	-	(1)	100%	(1)	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	(1)	-	0%	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	0%
<b>Hispanic</b>	1	1	100%	-	-	-	1	-	-	0%	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Category Summary  
Service Workers and Others

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	1	20		20	-	-	-	-	(19)		(19)	-	-	-	-	2	
<b>Male</b>	-	13	65%	13	-	-	-	-	(13)	68%	(13)	-	-	-	-	1	50%
<b>Female</b>	1	7	35%	7	-	-	-	-	(6)	32%	(6)	-	-	-	-	1	50%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	2	20	100%	20	-	-	-	-	(18)	95%	(18)	-	-	-	-	2	100%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	3	10	50%	10	-	-	-	-	(7)	37%	(7)	-	-	-	-	1	50%
<b>Hispanic</b>	(1)	10	50%	10	-	-	-	-	(11)	58%	(11)	-	-	-	-	1	50%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	(1)	-	0%	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	(1)	1	5%	1	-	-	-	-	(2)	11%	(2)	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

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

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	1	1		1	-	-	-	-	-		-	-	-	-	-	-	
<b>Male</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Female</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Total Min</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Black</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Hispanic</b>	1	1	100%	1	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Veterans</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	0%	-	-	-	-	-	-	-	0%

**Job Group Summary**

**Custodial**

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	11		11	-	-	-	-	(11)		(11)	-	-	-	-	-	-
<b>Male</b>	-	7	64%	7	-	-	-	-	(7)	64%	(7)	-	-	-	-	-	0%
<b>Female</b>	-	4	36%	4	-	-	-	-	(4)	36%	(4)	-	-	-	-	-	0%
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Total Min</b>	-	11	100%	11	-	-	-	-	(11)	100%	(11)	-	-	-	-	-	0%
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Black</b>	3	7	64%	7	-	-	-	-	(4)	36%	(4)	-	-	-	-	-	0%
<b>Hispanic</b>	(3)	4	36%	4	-	-	-	-	(7)	64%	(7)	-	-	-	-	-	0%
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>All White</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
<b>Veterans</b>	(1)	-	0%	-	-	-	-	-	(1)	9%	(1)	-	-	-	-	-	0%
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%

Job Group Summary  
Campus Peace Officer-Level 1

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
<b>Total</b>	-	6		6	-	-	-	-	(6)		(6)	-	-	-	-	1	
<b>Male</b>	(1)	4	67%	4	-	-	-	-	(5)	83%	(5)	-	-	-	-	-	0%
<b>Female</b>	1	2	33%	2	-	-	-	-	(1)	17%	(1)	-	-	-	1	100%	
<b>Other/Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Total Min</b>	1	6	100%	6	-	-	-	-	(5)	83%	(5)	-	-	-	1	100%	
<b>Asian</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Black</b>	-	2	33%	2	-	-	-	-	(2)	33%	(2)	-	-	-	-	0%	
<b>Hispanic</b>	1	4	67%	4	-	-	-	-	(3)	50%	(3)	-	-	-	1	100%	
<b>Other Minority</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>All White</b>	(1)	-	0%	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	0%	
<b>Unknown</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	
<b>Veterans</b>	-	1	17%	1	-	-	-	-	(1)	17%	(1)	-	-	-	-	0%	
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	0%	

**Tenure Report  
By Department and Title**

Department and Title			Not Minority Status	Not Minority Status Total	Grand Total
	Female	Male	White		
<b>Allied Health Sciences</b>			<b>1</b>	<b>1</b>	<b>1</b>
Assc Professor		1	1	1	1
<b>Behavioral &amp; Social Sciences</b>			<b>1</b>	<b>1</b>	<b>1</b>
Asst Professor	1		1	1	1
<b>Education</b>			<b>1</b>	<b>1</b>	<b>1</b>
Assc Professor	1		1	1	1
<b>Humanities</b>			<b>1</b>	<b>1</b>	<b>1</b>
Assc Professor	1		1	1	1
<b>Grand Total</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>4</b>



**Tenure Report  
By Job Group and Title**

Department and Title	Female	Male
	<b>FAC-PROF</b>	<b>3</b>
Assc Professor	2	1
Asst Professor	1	
<b>Grand Total</b>	<b>3</b>	<b>1</b>

Not Minority Status	Not Minority Status Total	Grand Total
<b>White</b>		
<b>4</b>	<b>4</b>	<b>4</b>
3	3	3
1	1	1
<b>4</b>	<b>4</b>	<b>4</b>

## APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

### Hostos CC

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2017 through May 31, 2018).

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Executive-Administrative-Managerial**

Executive/Administrative/Managerial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	941	841		54		11		11	
<b>Male</b>	401	369	44%	24	44%	4	36%	4	36%
<b>Female</b>	461	398	47%	27	50%	7	64%	7	64%
<b>Other</b>	79	74	9%	3	6%	-	0%	-	0%
<b>Total Min</b>	649	569	68%	34	63%	7	64%	7	64%
<b>Asian</b>	103	96	11%	4	7%	-	0%	-	0%
<b>Black</b>	286	243	29%	11	20%	2	18%	2	18%
<b>Hispanic/Latinc</b>	229	201	24%	19	35%	5	45%	5	45%
<b>Two or More</b>	28	27	3%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	219	204	24%	14	26%	4	36%	4	36%
<b>Unknown</b>	51	48	6%	5	9%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Administration 1 (Executive)**

ADMIN1-EXEC

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

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Administration 2 (Managers)**

ADMIN2

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	710	610		46		9		9	
<b>Male</b>	214	182	30%	18	39%	3	33%	3	33%
<b>Female</b>	449	386	63%	25	54%	6	67%	6	67%
<b>Other</b>	47	42	7%	3	7%	-	0%	-	0%
<b>Total Min</b>	524	444	73%	30	65%	5	56%	5	56%
<b>Asian</b>	45	38	6%	2	4%	-	0%	-	0%
<b>Black</b>	254	211	35%	10	22%	1	11%	1	11%
<b>Hispanic/Latino</b>	203	175	29%	18	39%	4	44%	4	44%
<b>Two or More</b>	21	20	3%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	132	117	19%	11	24%	4	44%	4	44%
								-	
<b>Unknown</b>	37	34	6%	4	9%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**IT Manager**

IT-MGR

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	230	230		7		1		1	
<b>Male</b>	187	187	81%	6	86%	1	100%	1	100%
<b>Female</b>	11	11	5%	1	14%	-	0%	-	0%
<b>Other</b>	32	32	14%	-	0%	-	0%	-	0%
<b>Total Min</b>	124	124	54%	3	43%	1	100%	1	100%
<b>Asian</b>	58	58	25%	2	29%	-	0%	-	0%
<b>Black</b>	32	32	14%	1	14%	1	100%	1	100%
<b>Hispanic/Latino</b>	25	25	11%	-	0%	-	0%	-	0%
<b>Two or More</b>	7	7	3%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	87	87	38%	3	43%	-	0%	-	0%
<b>Unknown</b>	14	14	6%	1	14%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Professional Faculty**

Professional Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	643	631		45		25		25	
<b>Male</b>	287	283	45%	19	42%	12	48%	12	48%
<b>Female</b>	282	274	43%	23	51%	13	52%	13	52%
<b>Other</b>	74	74	12%	3	7%	-	0%	-	0%
<b>Total Min</b>	315	312	49%	29	64%	17	68%	17	68%
<b>Asian</b>	73	72	11%	10	22%	5	20%	5	20%
<b>Black</b>	118	117	19%	8	18%	4	16%	4	16%
<b>Hispanic/Latino</b>	115	114	18%	10	22%	8	32%	8	32%
<b>Two or More</b>	7	7	1%	1	2%	-	0%	-	0%
<b>White (Not Ital)</b>	263	260	41%	14	31%	7	28%	7	28%
<b>Unknown</b>	42	40	6%	1	2%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Faculty-Professorial**

FAC-PROF

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	587	575		34		14		14	
<b>Male</b>	260	256	45%	14	41%	7	50%	7	50%
<b>Female</b>	256	248	43%	17	50%	7	50%	7	50%
<b>Other</b>	71	71	12%	3	9%	-	0%	-	0%
<b>Total Min</b>	277	274	48%	22	65%	10	71%	10	71%
<b>Asian</b>	62	61	11%	9	26%	4	29%	4	29%
<b>Black</b>	101	100	17%	6	18%	2	14%	2	14%
<b>Hispanic/Latino</b>	107	106	18%	6	18%	4	29%	4	29%
<b>Two or More</b>	6	6	1%	1	3%	-	0%	-	0%
<b>White (Not Ital)</b>	246	243	42%	10	29%	3	21%	3	21%
								-	
<b>Unknown</b>	41	39	7%	1	3%	-	0%	-	0%



Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Faculty-Lecturer**

FAC-LECT

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	54	54		9		9		9	
<b>Male</b>	27	27	50%	5	56%	5	56%	5	56%
<b>Female</b>	24	24	44%	4	44%	4	44%	4	44%
<b>Other</b>	3	3	6%	-	0%	-	0%	-	0%
<b>Total Min</b>	38	38	70%	7	78%	7	78%	7	78%
<b>Asian</b>	11	11	20%	1	11%	1	11%	1	11%
<b>Black</b>	17	17	31%	2	22%	2	22%	2	22%
<b>Hispanic/Latino</b>	8	8	15%	4	44%	4	44%	4	44%
<b>Two or More</b>	1	1	2%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	15	15	28%	2	22%	2	22%	2	22%
								-	
<b>Unknown</b>	1	1	2%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**  
**Faculty-Developmental**

FAC-DEV

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

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Professional Non-Faculty**

Professional Non-Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	4.492	3.892		130		42		39	
<b>Male</b>	1.486	1.320	34%	31	24%	8	19%	6	15%
<b>Female</b>	2.619	2.243	58%	96	74%	34	81%	33	85%
<b>Other</b>	387	329	8%	3	2%	-	0%	-	0%
<b>Total Min</b>	3.504	3.025	78%	102	78%	37	88%	35	90%
<b>Asian</b>	355	305	8%	3	2%	1	2%	1	3%
<b>Black</b>	1.508	1.315	34%	35	27%	7	17%	6	15%
<b>Hispanic/Latino</b>	1.470	1.250	32%	63	48%	29	69%	28	72%
<b>Two or More</b>	160	146	4%	1	1%	-	0%	-	0%
<b>White (Not Ital)</b>	691	611	16%	16	12%	4	10%	4	10%
<b>Unknown</b>	204	176	5%	10	8%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Administration 3 (Professional)**

ADMIN3

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	4.268	3.668		127		40		37	
<b>Male</b>	1.332	1.166	32%	29	23%	7	18%	5	14%
<b>Female</b>	2.580	2.204	60%	95	75%	33	83%	32	86%
<b>Other</b>	356	298	8%	3	2%	-	0%	-	0%
<b>Total Min</b>	3.318	2.839	77%	100	79%	35	88%	33	89%
<b>Asian</b>	316	266	7%	3	2%	1	3%	1	3%
<b>Black</b>	1.441	1.248	34%	34	27%	6	15%	5	14%
<b>Hispanic/Latino</b>	1.398	1.178	32%	62	49%	28	70%	27	73%
<b>Two or More</b>	153	139	4%	1	1%	-	0%	-	0%
<b>White (Not Ital)</b>	663	583	16%	16	13%	4	10%	4	11%
<b>Unknown</b>	197	169	5%	9	7%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Nurse**

NURSE-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	15	15		2		1		1	
<b>Male</b>	3	3	20%	1	50%	-	0%	-	0%
<b>Female</b>	8	8	53%	1	50%	1	100%	1	100%
<b>Other</b>	4	4	27%	-	0%	-	0%	-	0%
<b>Total Min</b>	10	10	67%	1	50%	1	100%	1	100%
<b>Asian</b>	3	3	20%	-	0%	-	0%	-	0%
<b>Black</b>	4	4	27%	-	0%	-	0%	-	0%
<b>Hispanic/Latino</b>	2	2	13%	1	50%	1	100%	1	100%
<b>Two or More</b>	1	1	7%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	3	3	20%	-	0%	-	0%	-	0%
<b>Unknown</b>	2	2	13%	1	50%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**IT Computer Professional**

IT-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	209	209		1		1		1	
<b>Male</b>	151	151	72%	1	100%	1	100%	1	100%
<b>Female</b>	31	31	15%	-	0%	-	0%	-	0%
<b>Other</b>	27	27	13%	-	0%	-	0%	-	0%
<b>Total Min</b>	176	176	84%	1	100%	1	100%	1	100%
<b>Asian</b>	36	36	17%	-	0%	-	0%	-	0%
<b>Black</b>	63	63	30%	1	100%	1	100%	1	100%
<b>Hispanic/Latino</b>	70	70	33%	-	0%	-	0%	-	0%
<b>Two or More</b>	6	6	3%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	25	25	12%	-	0%	-	0%	-	0%
<b>Unknown</b>	5	5	2%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Administrative Support**

Administrative Support Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	146	146		9		7		7	
<b>Male</b>	68	68	47%	3	33%	1	14%	1	14%
<b>Female</b>	63	63	43%	6	67%	6	86%	6	86%
<b>Other</b>	15	15	10%	-	0%	-	0%	-	0%
<b>Total Min</b>	125	125	86%	9	100%	7	100%	7	100%
<b>Asian</b>	8	8	5%	1	11%	1	14%	1	14%
<b>Black</b>	63	63	43%	4	44%	2	29%	2	29%
<b>Hispanic/Latino</b>	47	47	32%	4	44%	4	57%	4	57%
<b>Two or More</b>	7	7	5%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	5	5	3%	-	0%	-	0%	-	0%
<b>Unknown</b>	13	13	9%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**  
**CUNY Office Assistant**

COA

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	30	30		6		6		6	
<b>Male</b>	2	2	7%	-	0%	-	0%	-	0%
<b>Female</b>	27	27	90%	6	100%	6	100%	6	100%
<b>Other</b>	1	1	3%	-	0%	-	0%	-	0%
<b>Total Min</b>	26	26	87%	6	100%	6	100%	6	100%
<b>Asian</b>	4	4	13%	1	17%	1	17%	1	17%
<b>Black</b>	10	10	33%	2	33%	2	33%	2	33%
<b>Hispanic/Latino</b>	6	6	20%	3	50%	3	50%	3	50%
<b>Two or More</b>	6	6	20%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	2	2	7%	-	0%	-	0%	-	0%
<b>Unknown</b>	1	1	3%	-	0%	-	0%	-	0%



Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**  
**Mail Services Worker**

MMSW

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	116	116		3		1		1	
<b>Male</b>	66	66	57%	3	100%	1	100%	1	100%
<b>Female</b>	36	36	31%	-	0%	-	0%	-	0%
<b>Other</b>	14	14	12%	-	0%	-	0%	-	0%
<b>Total Min</b>	99	99	85%	3	100%	1	100%	1	100%
<b>Asian</b>	4	4	3%	-	0%	-	0%	-	0%
<b>Black</b>	53	53	46%	2	67%	-	0%	-	0%
<b>Hispanic/Latino</b>	41	41	35%	1	33%	1	100%	1	100%
<b>Two or More</b>	1	1	1%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	3	3	3%	-	0%	-	0%	-	0%
<b>Unknown</b>	12	12	10%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Craft Workers**

Craft Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	8	8		4		4		4	
<b>Male</b>	7	7	88%	3	75%	3	75%	3	75%
<b>Female</b>	1	1	13%	1	25%	1	25%	1	25%
<b>Other</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Total Min</b>	4	4	50%	1	25%	1	25%	1	25%
<b>Asian</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Black</b>	4	4	50%	1	25%	1	25%	1	25%
<b>Hispanic/Latino</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	3	3	38%	3	75%	3	75%	3	75%
<b>Unknown</b>	-	-	0%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Basic Crafts-Buildings and Grounds**

CRAFT-B&G

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	7	7		3		3		3	
<b>Male</b>	6	6	86%	2	67%	2	67%	2	67%
<b>Female</b>	1	1	14%	1	33%	1	33%	1	33%
<b>Other</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Total Min</b>	4	4	57%	1	33%	1	33%	1	33%
<b>Asian</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Black</b>	4	4	57%	1	33%	1	33%	1	33%
<b>Hispanic/Latino</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	2	2	29%	2	67%	2	67%	2	67%
								-	
<b>Unknown</b>	-	-	0%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Skilled Trades-Supervisor**

SKLTRD-SUPV

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

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Technicians**

Technicians

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	259	259		8		2		2	
<b>Male</b>	172	172	66%	5	63%	-	0%	-	0%
<b>Female</b>	54	54	21%	2	25%	2	100%	2	100%
<b>Other</b>	33	33	13%	1	13%	-	0%	-	0%
<b>Total Min</b>	227	227	88%	8	100%	2	100%	2	100%
<b>Asian</b>	31	31	12%	1	13%	-	0%	-	0%
<b>Black</b>	82	82	32%	3	38%	-	0%	-	0%
<b>Hispanic/Latino</b>	102	102	39%	3	38%	2	100%	2	100%
<b>Two or More</b>	11	11	4%	1	13%	-	0%	-	0%
<b>White (Not Ital)</b>	17	17	7%	-	0%	-	0%	-	0%
<b>Unknown</b>	13	13	5%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**  
**IT Support Technician**

IT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	193	193		1		1		1	
<b>Male</b>	136	136	70%	-	0%	-	0%	-	0%
<b>Female</b>	36	36	19%	1	100%	1	100%	1	100%
<b>Other</b>	21	21	11%	-	0%	-	0%	-	0%
<b>Total Min</b>	168	168	87%	1	100%	1	100%	1	100%
<b>Asian</b>	30	30	16%	-	0%	-	0%	-	0%
<b>Black</b>	55	55	28%	-	0%	-	0%	-	0%
<b>Hispanic/Latino</b>	75	75	39%	1	100%	1	100%	1	100%
<b>Two or More</b>	7	7	4%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	14	14	7%	-	0%	-	0%	-	0%
<b>Unknown</b>	10	10	5%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Print Shop**

PRINT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	66	66		7		1		1	
<b>Male</b>	36	36	55%	5	71%	-	0%	-	0%
<b>Female</b>	18	18	27%	1	14%	1	100%	1	100%
<b>Other</b>	12	12	18%	1	14%	-	0%	-	0%
<b>Total Min</b>	59	59	89%	7	100%	1	100%	1	100%
<b>Asian</b>	1	1	2%	1	14%	-	0%	-	0%
<b>Black</b>	27	27	41%	3	43%	-	0%	-	0%
<b>Hispanic/Latino</b>	27	27	41%	2	29%	1	100%	1	100%
<b>Two or More</b>	4	4	6%	1	14%	-	0%	-	0%
<b>White (Not Ital)</b>	3	3	5%	-	0%	-	0%	-	0%
<b>Unknown</b>	3	3	5%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Category Summary**

**Service Workers and Others**

Service Workers and Others

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	403	402		22		22		22	
<b>Male</b>	259	259	64%	14	64%	14	64%	14	64%
<b>Female</b>	76	75	19%	8	36%	8	36%	8	36%
<b>Other</b>	68	68	17%	-	0%	-	0%	-	0%
<b>Total Min</b>	358	357	89%	22	100%	22	100%	22	100%
<b>Asian</b>	10	10	2%	-	0%	-	0%	-	0%
<b>Black</b>	189	188	47%	11	50%	11	50%	11	50%
<b>Hispanic/Latino</b>	143	143	36%	11	50%	11	50%	11	50%
<b>Two or More</b>	13	13	3%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	24	24	6%	-	0%	-	0%	-	0%
								-	
<b>Unknown</b>	19	19	5%	-	0%	-	0%	-	0%



Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Campus Peace Officer-Level 1**

CPO-1

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	20	20		7		7		7	
<b>Male</b>	10	10	50%	4	57%	4	57%	4	57%
<b>Female</b>	9	9	45%	3	43%	3	43%	3	43%
<b>Other</b>	1	1	5%	-	0%	-	0%	-	0%
<b>Total Min</b>	16	16	80%	7	100%	7	100%	7	100%
<b>Asian</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Black</b>	6	6	30%	2	29%	2	29%	2	29%
<b>Hispanic/Latino</b>	10	10	50%	5	71%	5	71%	5	71%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Unknown</b>	4	4	20%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Campus Peace Officer-Sergeant**

CPSS

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

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**

**Custodial**

CUST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	340	340		11		11		11	
<b>Male</b>	217	217	64%	7	64%	7	64%	7	64%
<b>Female</b>	59	59	17%	4	36%	4	36%	4	36%
<b>Other</b>	64	64	19%	-	0%	-	0%	-	0%
<b>Total Min</b>	305	305	90%	11	100%	11	100%	11	100%
<b>Asian</b>	6	6	2%	-	0%	-	0%	-	0%
<b>Black</b>	164	164	48%	7	64%	7	64%	7	64%
<b>Hispanic/Latino</b>	119	119	35%	4	36%	4	36%	4	36%
<b>Two or More</b>	13	13	4%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	21	21	6%	-	0%	-	0%	-	0%
<b>Unknown</b>	12	12	4%	-	0%	-	0%	-	0%

Appendix G  
Summary of Recruitment Activity-Hostos Community College

**Job Group Summary**  
**Custodial Supervisor**

CUST-SUPV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	42	41		3		3		3	
<b>Male</b>	31	31	76%	2	67%	2	67%	2	67%
<b>Female</b>	8	7	17%	1	33%	1	33%	1	33%
<b>Other</b>	3	3	7%	-	0%	-	0%	-	0%
<b>Total Min</b>	36	35	85%	3	100%	3	100%	3	100%
<b>Asian</b>	4	4	10%	-	0%	-	0%	-	0%
<b>Black</b>	19	18	44%	2	67%	2	67%	2	67%
<b>Hispanic/Latino</b>	13	13	32%	1	33%	1	33%	1	33%
<b>Two or More</b>	-	-	0%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	3	3	7%	-	0%	-	0%	-	0%
<b>Unknown</b>	3	3	7%	-	0%	-	0%	-	0%

## APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

### Hostos CC

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

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

Total Individual(s) with Disabilities:	13	Percent of total reported employees:	2.1%
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## APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

### Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	17	0	0.0%
Administration 2 (Manager)	65	3	4.6%
Facility Manager	2	0	0.0%
IT Computer Manager	1	0	0.0%
Security Manager	3	0	0.0%

### Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	150	1	0.7%
Faculty-Instructor	2	0	0.0%
Faculty-Developmental	19	0	0.0%
Faculty-Lecturer	37	1	2.7%

### Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	2	0	0.0%
Administration 3 (Professional)	127	6	4.7%
IT Computer Professional	16	0	0.0%
Nurse	1	0	0.0%

### Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	4	0	0.0%
Administrative Assistant	10	0	0.0%
Office Assistant	49	0	0.0%
Mail Services Worker	3	0	0.0%

### Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	8	0	0.0%
Laborers and Helpers	6	0	0.0%
Skilled Trades-Supervisor	2	0	0.0%
Skilled Trades	14	0	0.0%

### Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	13	0	0.0%
IT Support Technician	7	2	28.6%
Print Shop	2	0	0.0%

### Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Peace Officer-Sergeant	8	0	0.0%
Campus Peace Officer-Level 2	1	0	0.0%
Campus Peace Officer-Level 1	27	0	0.0%
Custodial Supervisor	6	0	0.0%
Custodial	32	0	0.0%