

**EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)**

**For**

**Hostos Community College  
500 Grand Concourse  
Bronx, New York**

**Affirmative Action Program**

**September 1, 2014 – August 31, 2015**

**PARTS I-V: AAP FOR MINORITIES AND WOMEN**

**PART VI: AAP FOR COVERED VETERANS  
AND PERSONS WITH DISABILITIES**

**Contact:**

Eugene B. Sohn, Esq.  
Chief Diversity Officer  
Hostos Community College  
Room A-336  
Telephone (718) 518-4284

A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Office of Compliance and Diversity, located at 475 Grand Concourse, Room A-336. Interested persons should contact Chief Diversity Officer Eugene B. Sohn, Esq. at 718-518-4284 (tel.) or [esohn@hostos.cuny.edu](mailto:esohn@hostos.cuny.edu) (email) for assistance.

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## NARRATIVE

### I. INTRODUCTION

This report is the annual update of the Affirmative Action Plan (AAP) required by federal regulations for women and federally designated racial/ethnic groups and covered veterans and persons with disabilities and covers the time periods:

Reporting year: July 1, 2013 – June 30, 2014 and  
Program year: September 1, 2014 – August 31, 2015

#### A. DESCRIPTION OF COLLEGE

Eugenio María de Hostos Community College (“the College”), a comprehensive two-year public institution, is the only dual-language college in the 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, the Student Health Services Office, 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.

## 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.

## **II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES\***

It is the policy of Hostos Community 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.

Sexual harassment, a form of sex discrimination, is prohibited under the University's *Policy Against Sexual Harassment*.

As a part of The City University of New York, a public university system, Hostos Community 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 include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include two or more races.

\*For the complete *Policies and Procedures on Non-Discrimination and Sexual Harassment and the Affirmative Action Policy* please visit:

[HTTP://WWW.CUNY.EDU/ABOUT/ADMINISTRATION/OFFICES/OHRM/POLICIES-PROCEDURES.HTML](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html).

## **III. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION**

To ensure effective implementation of this Affirmative Action Plan, the College has designated specific responsibilities to various personnel. The president, chief diversity officer, executive officers (provost, vice presidents, deans, and administrators), directors, academic department chairpersons as well as managers and supervisors of administrative offices have undertaken the responsibilities described below.

### **A. THE PRESIDENT<sup>1</sup>**

The president has the primary responsibility to provide leadership and oversee the implementation of the college's affirmative action policies, procedures and diversity programs as well as assuring compliance with all related federal, state, and city laws, rules and regulations as

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<sup>1</sup> During the reporting period (July 1, 2013 – June 30, 2014), Dr. Félix Matos Rodríguez served as the College President. In August 2014, President Matos Rodríguez was appointed to serve as President of another college. On August 28, 2014, Dr. David Gómez was appointed Hostos Community College's interim President.

well as the policies of The City University of New York. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the College's AAP, specifically, appointing a chief diversity officer (CDO), sexual harassment coordinator, 504/ADA coordinator and a title IX coordinator.
2. Ensure personnel responsible for all AAP components are given the necessary authority, top management support, and staffing to successfully implement their assigned responsibilities.
3. Communicate his/her total involvement and commitment to equal employment opportunity programs including the issuance of an Annual Re-Affirmation Letter supporting affirmative action, diversity and equal opportunity. (See copy of President's Re-Affirmation Letter in VII. Appendix A.)
4. Submit annually to the Office of Recruitment and Diversity the *Annual Report of Investigated Discrimination Complaints*.

#### B. CHIEF DIVERSITY OFFICER

The President designated Eugene B. Sohn, Esq.<sup>2</sup> to serve as the CDO during the reporting year. Mr. Sohn also served as the College's Title IX Coordinator, Director of the Sexual Harassment Awareness and Intake Committee (SHAIC), and 504/ADA Coordinator. The Office of Compliance and Diversity is located at:

475 Grand Concourse (Building A), Room 336, email: [esohn@hostos.cuny.edu](mailto:esohn@hostos.cuny.edu),  
Telephone: 718-518-4284.

The CDO is responsible, as the president's designee, for the following:

1. Providing confidential consultation, investigation and resolution of all internal complaints of discrimination/harassment.
2. Disseminating annually to all employees the following: a) *Policy on Equal Opportunity, Non-Discrimination, and Against Sexual Harassment (Non-Discrimination Policy)*; b) *Affirmative Action Policy*; and c) contact information of the CDO, sexual harassment coordinator, title IX coordinator and the 504/ADA coordinator.
3. Publicizing the policies widely and ensuring they are incorporated into the training curriculum for managers and supervisors and search committees.

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<sup>2</sup> On August 28, 2014, Mr. Sohn was appointed the College's Acting Executive Counsel and Labor Designee. Mr. Sohn will continue to also serve as the College's Chief Diversity Officer until a new one is designated. The College will inform the College community upon the appointment of a new Chief Diversity Officer.



### C. EXECUTIVE OFFICERS, ACADEMIC CHAIRPERSONS, MANAGERS AND SUPERVISORY PERSONNEL

All executive officers, academic chairpersons, managers, and other supervisory personnel are crucial to the success of the equal employment/affirmative action program. These officials ensure compliance with the college's affirmative action policy and help foster an inclusive environment.

Their specific responsibilities include:

1. Adhering to the College's Non-Discrimination Policy and Affirmative Action Policy.
2. Assisting the president and CDO in developing, maintaining, and successfully implementing the AAP.
3. Fostering an inclusive environment within their sphere of influence.

### D. DIVERSITY/AFFIRMATIVE ACTION COMMITTEE

The Diversity/Affirmative Action Committee is responsible for:

1. Advising the president of the College in formulating and implementing affirmative action policy on campus.
2. Reviewing proposed amendments to the College governance plan to assure compliance with the University's non-discrimination and affirmative action policies and procedures.
3. Developing and implementing strategic diversity plans.
4. Promoting educational programs to reflect pluralistic values and goals.
5. Submitting to the president a summary of its activities at the end of each academic year.

The members of the Diversity/AA Committee effective Fall 2013 were:

Professor Julie Bencome (Chairperson)  
Dental Hygiene Dept.

Professor Norma Peña De Llorenz  
Language and Cognition Dept.

Professor Riesa Toote  
Nursing Dept.

Darrell Conyers  
Clinical Coordinator, Allied Health Dept.

Professor Sonia Maldonado  
Education Dept.

Professor Jose la Luz  
Mathematics Dept.

Professor Minerva Santos  
Language and Cognition Dept.

Professor Michael Cisco  
English Dept.

Clara Albino  
Corporal, Public Safety Dept.

Associate Dean Ana García-Reyes  
Community Relations

Shirley Shevach  
Director of Human Resources

Eugene Sohn, Esq. (ex officio)  
Chief Diversity Officer

#### **IV. RESULTS OF STATISTICAL ANALYSES/AREAS OF CONCERN**

The College monitors each phase of its selection process (i.e., hires, reclassifications, promotions, and terminations) by conducting several statistical analyses. The CDO takes the following steps: a) compiles and examines information about the placement of incumbents; b) conducts a utilization analysis using data the University Office of Recruitment and Diversity derives to compare incumbency to availability; and c) completes the impact ratio analyses.

The data used in the preparation of the Affirmative Action Plan is collected from the CUNYfirst *Ethnicity and Gender Report*. Only full-time employees with annual appointments (excluding substitute and visiting titles) are included in the analyses discussed below.

##### **A. WORKFORCE ANALYSIS**

The workforce analysis provides an overview of the representation of women and minorities in the College's organizational units/departments. The analysis identifies the number of employees by gender and race/ethnicity in each job title within the organizational unit as reported on the CUNYfirst *Ethnicity and Gender Report* run on June 30, 2014. All job titles, including unit supervisor, are listed from the lowest to highest paid within each department/unit. The *Workforce Analysis Report* is available, upon request, in the Compliance and Diversity Office.

A review of the results of the workforce analysis, which depicts staffing patterns within the college, indicates that women and minorities are represented in all of the College's 52 organizational units/departments, with the exception of the Maintenance Department, where there no female incumbents. Women are concentrated in job titles with secretarial/clerical responsibilities (Secretarial and Clerical EEO-6 category; Professional/Non-Faculty EEO-6 category - Administration III AAU), performing administrative duties. Minorities are concentrated in the Public Safety and Custodial units (Service Maintenance EEO-6 category).

Within the academic/teaching departments, the representation of women and minorities with faculty status is widespread and substantial, and women are well represented in the Full Professor and Associate Professor ranks. The number of full-time Faculty (Professorial, Lecturer, and Instructor excluding substitutes) is 171. Women represent 51.1% of the faculty in the Professorial titles. Minorities represent 44.3% of the faculty with Professorial rank. Women are concentrated in the Allied Health, Education, Language and Cognition, and Library Departments. Several academic departments do not have any female Associate or Full professors, including Education, Humanities, and Business. All academic departments have female and minority representation in the Professorial ranks.

## B. JOB GROUP SUMMARY

The College's 562 full-time employees are grouped into 7 categories using the relevant EEO-6 Codes. These categories are divided into smaller subgroups called affirmative action units (AAUs), based on the duties as well as educational qualifications and skills required for job titles within the job categories. Each AAU has an individual utilization analysis worksheet (UAW), listing the job titles included in the subdivision. The UAW depicts the total group number as well as the numerical and percentage representation of Females, Total Minority, Blacks, Hispanics and Asians (See Appendix B).

Women and minorities represent a significant percentage of the College's employees. As of June 30, 2014, the College had a full-time, permanent workforce of 562 employees. The total number of protected ethnic/racial group members was 420 (74.7%), and 293 (52.1%) were women.

As indicated above, women and minorities comprise a significant percentage of the College's workforce. Women are represented in all of the 7 job group categories except in Skilled Crafts. Asian/Pacific Islanders are also not represented in the Skilled Crafts category. All protected ethnic/racial groups are represented in the other EEO-6 categories.

On June 30, 2014, women comprised 52.9% of the senior level executive job group (Executive/Admin/Managerial – Admin I AAU). The representation of minorities in this AAU is 76.4%. Women comprise 63.4% of the employees in the mid-level executive Higher Education Officer/Higher Education Associate group (Executive/Admin/Managerial – Admin II AAU) and 70.5% of the Assistant to HEOs/HE Assistant group (Professional/Non-Faculty- Admin III AAU). Minorities represent 79.3% of the staff in Higher Education Officer/Higher Education Associate series titles (Admin II AAU) and 85.8% of the Assistant to HEO/HE Assistant titles (Admin III AAU).

The number of full-time Faculty (Professorial, Lecturer, and Instructor) is 171. Women represent 51.1% of the faculty in the Professorial titles. Minorities represent 44.3% of the faculty with Professorial rank.

Based on analyses within the following job groups, areas of concern have been identified and are discussed below.

In the Professorial ranks (excluding Lecturers and Instructors), there are 7 AAU's that have no representation of women or a protected minority group:

1. In Education, Asians are not represented. The lack of representation reflects the low availability rate of Asians for this AAU. During this reporting period, the College did not hire any new faculty in this AAU.
2. In Social Sciences, Asians are not represented. During the reporting period, the College had 2 new hires, a black male and a white female. As stated below in more detail (See Section V.A.), the College continues to make good faith efforts to recruit women and minorities in its faculty ranks. During the reporting period, job announcements were advertised in various periodicals and websites that have wide circulation, including the Chronicles of Higher Education and the CUNY and Hostos websites, and disseminated to various ethnic organizations, including the Asian American/Asian Research Institute (AAARI) and AsiansinHigherEd.com. The University also sends advertisements to wide-reaching sources such as HERC, Indeed.com, Monster.com, and Inside Higher Ed.
3. In English, blacks are not represented. The lack of representation reflects the low availability rate for this group in this AAU. During this reporting period, the College had two (2) new hires in this AAU, one (1) Asian female and one (1) White male. As stated above, the College continues to make good faith efforts to recruit women and minorities in its faculty ranks. During the reporting period, job announcements were advertised in various periodicals and websites that have wide circulation, including the Chronicles of Higher Education and the CUNY and Hostos websites, and disseminated to various ethnic organizations, including the Institute for Research on the African Diaspora in the Americas and the Caribbean and BlacksInHigherEd.com. The University also sends advertisements to wide-reaching sources such as HERC, Indeed.com, Monster.com, and Inside Higher Ed.
4. In Agricultural and Life Sciences – Biology, Asians are not represented. The College did not have any new hires in this unit during the last reporting year. As stated above, the College will continue to make good faith efforts to recruit women and minorities in its faculty ranks.
5. In Fine, Applied Arts, and Media – Visual and Performing Arts, Asians and Blacks are not represented. The lack of representation reflects the relatively low availability rates of these groups for this AAU. The College did not have any new hires in this unit during the reporting year.

6. In Physical Sciences, women and Blacks are not represented. The lack of representation of Blacks reflects the low availability rate for this group in this AAU. During this reporting period, the College had one (1) new hire, an Asian male. It will continue to make good faith efforts to recruit women and minorities in its faculty ranks.
7. In Foreign Languages, Asians and Blacks are not represented. Both groups have low availability rates. During the reporting period, the College had one (1) new hire, a Hispanic female.

In the Secretarial and Clerical EEO-6 category/CUNY Administrative Assistant AAU, Asians are not represented, which reflects the relatively low availability rate for this group. There were no new hires in this AAU during the reporting year. With regard to selecting employees in this category, in general, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic and women's organizations.

In the Skilled Crafts EEO-6 category, women and Asians are not represented. The lack of representation reflects the low availability rate for both groups. During this reporting period, the College hired three (3) white males, which reflects the relatively high availability rates for white males in this category. With regard to selecting employees in this category, in general, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic and women's organizations.

In the Service/Maintenance EEO-6 category/Custodial Assistant, Custodial Supervisory, and Campus Public Safety Sergeant AAUs, Asians are not represented. The lack of representation reflects the low availability rate for Asians in these job groups. During the reporting period, the College hired one (1) Hispanic male in the Campus Public Safety Sergeant AAU. In the Custodial Supervisory AAU, the College hired 2 Black males. In the Custodial Assistant AAU, the College had 6 new hires: 3 Hispanic, 2 Black, and 1 White. The composition of the new hires reflects the high availability rates of these groups in these AAUs. Also, like the AAUs in the Skilled Crafts and Secretarial and Clerical EEO-6 categories, in general, the College is limited to a list of candidates provided by the Civil Service Commission in the Service/Maintenance EEO-6 category.

### C. DETERMINING AVAILABILITY

"Availability" is an estimate of the proportion of each gender and racial/ethnic group available for employment at the College for a given job group in the relevant labor market during the AAP year. Availability indicates the approximate level at which each gender and racial/ethnic group could reasonably be expected to be represented in a job group.

In adherence to the federal regulations, the College used recent and discrete statistical information to derive availability figures. Because of the University's educational requirements, the availability data is calculated according to information about earned degrees conferred for faculty and executive/administrative/managerial groups. For this reporting year the information

about degrees for these two categories is the most recent available data published in 2010. Population surveys (census) are used to calculate availability for the classified staff and professional non-faculty titles in particular CLTs in Administration IV.

Internal recruitment sources indicated on the *CUNY Survey for Selected Titles* are used and weighted for titles with promotable and transferrable (feeder) titles. The sources and process to determine the availability data for the two factor analysis is detailed in the *Factor/Source Sheet* section of the UAW (see Appendix B).

#### D. UTILIZATION ANALYSIS/COMPARISON OF INCUMBENCY TO AVAILABILITY

The utilization analysis compares the percentages of employees by gender and race/ethnicity with the overall availability data for each AAU. The UAW of each AAU indicates the current utilization of incumbents by gender and race/ethnicity. The analysis disaggregates Blacks, Hispanics, and Asians from Total Minorities to identify the percentage representation of these protected racial/racial groups. American Indian or Alaska Native employees comprise less than two percent of the University workforce and local population, thus are not identified as a discrete group in the analysis, but are included in the Total Minority category.

The utilization analysis determines if any disparity between incumbency and availability exists for any of the protected groups. This disparity or *underutilization* is defined as any AAU in which fewer minorities or women are employed than would reasonably be expected given their availability in the relevant job market. The percentage difference between incumbency and availability is recorded in terms of whole persons, indicating how many women and members of protected racial/ethnic groups are underutilized. A placement goal is set when the underutilization of an AAU is one person or more.

The underutilization of females, Blacks, Hispanics and Asians displayed in the AAUs is displayed in the chart *Comparing Incumbency to Availability and Annual Placement Goals* in Appendix C.

#### E. COMPARISON OF 2013 GOALS TO 2014 UTILIZATION ANALYSIS RESULTS

A comparison of the 2013 and 2014 utilization analyses identified changes in the numeric disparity in the AAUs by EEO-6 Categories. The *Progress Report - Historical Underutilization* in Appendix D displays underutilization from 2010 to 2014. The comparison indicates the attainment of 2013 goals by the reduction or elimination of underutilization or identifies lack of progress in achieving placement goals.

Within the EEO-6 categories, the difference in underutilization of racial/ethnic groups and women by AAU/job group is:

##### Executive/Administrative/Managerial

Last reporting year (2013), the senior-level executive (Administration I) AAU had underutilization of one (1) Asian. For this reporting year (2014), the underutilization of Asians decreased to none. During the reporting year, there were 5 separations: 2 male and 3 females; 3

are white, 1 is black, and 2 are Hispanic. The College had 3 new hires during this reporting year: 2 males and 1 female; 1 is black, 1 is white, and 1 is Hispanic. Although the College did not have any new Asian new hires, the personnel changes increased the College's current utilization of Asians, thereby eliminating underutilization in this AAU.

Last reporting year (2013), the mid-level executive job group (Administration II) AAU had no underutilization in any of the protected groups. For this reporting period (2014), underutilization in this AAU remains at none.

The affirmative action units of Administrative Superintendent of Buildings and Grounds, Computer Manager, and Security Director were too small to analyze.

### Faculty

The underutilization of Asians in the Professorial ranks did not change from last reporting period. It remained at one (1) in the following AAUs: Agricultural and Life Sciences – Biological Sciences; Education; Fine, Applied Arts, and Media - Visual and Performing Arts; and Social Sciences.

With regard to the underutilization of blacks in the Professorial ranks, underutilization remains at one (1) in English. The underutilization of Blacks decreased from 2 to 1 in Education with the addition of one black female who was appointed from the Library Department to chair the College's Education department. There is no underutilization of Blacks in any other Professorial AAU.

The underutilization of women in the Social Sciences AAU remains at 2 this year. During the reporting period, the College had 2 new hires (1 female and 1 male) in this AAU. Although there was one (1) female new hire, the underutilization of women remained unchanged.

The underutilization of 2 women remains in the Physical Sciences. During this reporting period, there was one (1) Asian male new hire.

The underutilization of women in the Foreign Languages AAU remains at 3. During the reporting year, the College had one (1) female new hire in this AAU; however, the underutilization did not change for women.

The underutilization of women in the Health Professions AAU remains at one (1). The College had 3 female new hires in this AAU during the reporting year. However, underutilization did not change, as there were also 2 female separations.

Last reporting year's underutilization of one (1) female in the Library AAU was eliminated this reporting period, as the College had one (1) female new hire.

The underutilization of women remains at 2 in the Fine, Applied Arts, and Media - Visual and Performing Arts AAU. This reporting year (2014), the College did not have any new hires in this AAU.

There is no underutilization of Hispanics in the Professorial ranks.

#### Professional/Non-Faculty

Last reporting year (2013), in the Administration III AAU, Asians were underutilized by four (4). This reporting year (2014), the underutilization figures remained the same. During the reporting year, the College had 23 new hires in this AAU (17 females; 7 Black, 12 Hispanic, 1 Asian). The College also had 7 separations in this AAU (5 females; 1 Black, 1 Hispanic, 0 Asian).

The College made good faith efforts to recruit a diverse applicant pool, and Asians were represented in the applicant pool. Overall, the College continues to strive toward recruiting Asians and has made continuous increases in the number of applications, interviews, offers, and new hires of Asian candidates. For example, in the Fall 2012 reporting period, the College received 208 applications from candidates who self-identified as Asian. That year, the College interviewed 9 Asian candidates and hired 2 of them. Last reporting year (2013), the College received 435 applications from Asian candidates, interviewed 24, and hired 2. This reporting year (2014), the College received 482 Asian applicants and interviewed 20. This reporting year, the College had 6 Asian new hires.

#### Secretarial/Clerical

This reporting year (2014), in the CUNY Administrative Assistant AAU, there is underutilization of one (1) female and one (1) Asian. Last year's report (2013) had the same underutilization figures.

This reporting period (2014), in the CUNY Office/Secretarial Assistant AAU, there is underutilization of one (1) Asian. Last year's report (2013) had the same underutilization figures.

This reporting period, underutilization analysis for the Mail/Message Services Worker AAU was not conducted because that AAU was too small to be analyzed.

#### Technical/Paraprofessional

In the Computer Specialist AAU, last year's underutilization of one (1) Asian persists. However, the underutilization of women decreased from 4 to 3, as the overall availability of women in this AAU decreased this reporting year.

During this reporting year (2014), in the Accountant Assistant AAU, there was no underutilization in any of the categories. Last year's report (2013) had the same underutilization figures.

In the Administration IV - College Lab Technicians AAU, the underutilization of Asians decreased from 3 to 1, as the overall availability of Asians in this AAU decreased significantly.



This reporting period, underutilization analyses for the Accountant and Media Services/Print Shop AAUs were not conducted because those AAUs were too small to be analyzed.

#### Skilled Crafts

This reporting period (2014), in the Skilled Crafts AAU, there is underutilization of one (1) female and one (1) Asian. Last year's report (2013) had the same underutilization figures.

#### Service/Maintenance

For this reporting period (2014), in the Custodial Supervisor AAU, the underutilization of one (1) female persists. However, last year's underutilization of one (1) Black was eliminated with 2 Black new hires.

In the Custodial Assistant AAU, the underutilization of one (1) Asian persists. However, the underutilization of females decreased from 3 to 2. This reporting year, the College had 6 new hires, 4 of whom were women, in this AAU.

In the Campus Safety Sergeant AAU, last year's underutilization of one (1) Asian persists; in addition, the underutilization of blacks increased from none to one (1) with the new hire of one (1) Hispanic male.

In the Campus Peace/Security Officer I AAU, underutilization for females increased from none to one (1). The College had 10 new hires in this AAU, of whom 2 were women.

This reporting period, underutilization analyses for the Basic Crafts and Campus Peace/Security Officer Level 2 AAUs were not conducted because those AAU's were too small to be analyzed.

### F. DETERMINING ADVERSE IMPACT

The Impact Ratio Analysis is based on the information presented in the Personnel Activity Table and Applicant Data Recruitment Documentation. The Impact Ratio Analysis, an evaluation of personnel transactions in each EEO-6 category, determines any disparities or adverse impact in the personnel actions. The personnel transactional data for minorities and non-minorities and for men and women is examined. The analysis indicates if an employment practice results in a negative consequence more often for members of protected groups than for other employees or applicants. In addition to CUNYfirst reports, a variety of sources provide information for the analysis, including the Offices of Human Resources, Academic Affairs, and Compliance and Diversity.

The Impact Ratio Analysis is divided into three areas:

Part One: The Hires Analysis reviews the hiring practices by comparing the number of hires to applicants

Part Two: The Promotion Analysis examines the promotion, upgrades/re-classification and transfers by comparing the number of employees promoted to incumbents;

Part Three: The Termination Analysis calculates the attrition rate by comparing the number of terminations to incumbents.

The actions completed during the previous 12 months are summarized in the following documents:

1. Analysis of Personnel Activity Table

- a. New Hires

The College hired 92 new full time employees; of these 47 were women and 75 were minorities. Of the minorities, 23 are Black, 45 are Hispanic, 6 are Asian, and one (1) is American-Indian.

- b. Promotions/Upgrades

Of the 9 members of the Professoriate who applied for promotion, 8 received an upgrade in rank. In the Higher Education Officer job title series, 6 employees were re-classified. In addition, 3 College Lab Technicians, 2 Finance Accountant Assistants, one (1) CUNY Office Assistant, and one (1) Campus Security Assistant were promoted.

Of the 8 members of the Professoriate who applied for promotion and received an upgrade in rank, 3 are female and 4 are of minority descent. One (1) white male in the Mathematics Department (Mathematics AAU) and one (1) black female in the Allied Health Dept. – Dental Hygiene unit (Health Professions AAU) were promoted from Associate Professor to Full Professor.

Two (2) Hispanic males from the Natural Sciences Dept. – Physical Sciences unit (Physical Sciences AAU); one (1) Asian male in the Natural Sciences Dept. – Physical Sciences unit (Physical Sciences AAU); one (1) white male in the Humanities Dept. – Visual and Performing Arts unit (Fine, Applied Arts, and Media AAU); one (1) white female in the English Department (English AAU); and one (1) white female from the Mathematics Department (Mathematics AAU) were promoted from Assistant Professor to Associate Professor.

One (1) Hispanic female in the Allied Health Dept. – Dental Hygiene unit (Health Professions AAU) was denied a promotion to Associate Professor.

In the Non-Faculty areas,

Three (3) College Lab Technicians were promoted to Senior Lab Technician during the reporting period: one (1) black male in the Natural Sciences Dept. – Biology unit (Agricultural and Life Sciences AAU); one (1) Hispanic female in the Natural Sciences Dept. - Biology unit (Agricultural Life Sciences AAU); and one (1) Hispanic male in the Humanities Dept. – Visual and Performing Arts unit (Fine, Applied Arts, and Media AAU).

There were 6 re-classifications in the HEO series: two (2) Hispanic females were re-classified

from Assistant to HEO to HE Assistant; one (1) Hispanic male was re-classified from HE Assistant to HE Associate; two (2) Hispanic females were re-classified from HE Associate to HE Officer; and one (1) white female was re-classified from HE Associate to HE Officer.

Finally, during the reporting period, 2 Hispanic females were promoted from Finance Accountant Assistant to Finance Accountant; one (1) Hispanic female was promoted from CUNY Office Assistant to CUNY Administrative Assistant; and one (1) Asian male was promoted from Campus Security Assistant to Campus Security Officer.

#### c. Terminations/Separations

The number of employees separated from the workforce was 64, including 25 women and 45 minorities. Of the minorities, 16 are Black, 27 are Hispanic, and 2 are Asian.

#### d. Transfers

The number of employees who transferred was 4, including 3 women and 3 minorities.

### 2. Analysis of Applicant Data-Recruitment Documentation

A review of this year's data-recruitment information reveals that College is recruiting, interviewing, and making job offers to a high percentage of women and protected groups. This reporting period, the College received 5580 total applications.<sup>3</sup> Of the applicants, 2648 or 47.4% were women and 4310 or 77.2% were from minority groups (38.1% Black, 29.7% Hispanic, and 8.6% Asian).

Of the 305 interviews that were conducted, 144 or 47.2% of the interviewees were women and 233 or 76.3% were from minority groups (28.1% Black, 41.3% Hispanic, and 6.5% Asian).

Of the 99 job offers that were given this reporting year, 50 or 50.5% were to women and 80 or 80.8% were to minorities (23.2% Black, 48.4% Hispanic, 8.0% Asian, and 1.0% American Indian/Alaskan Native). There are no disparities apparent in the number of offers made to female and minority candidates.

See Appendix E for *Personnel Activity Table/Applicant Data-Recruitment Documentation*.

### 3. Impact Ratio Analysis

The analysis indicated no adverse impact in any of the categories.

The female hiring rate this reporting year is 51.0%. Females were the "Favored Group" in the following EEO-6 categories: Faculty, Professional/Non-Faculty, and Secretarial/Clerical. However, in the Skilled Trades EEO-6 category, there were no female new hires.

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<sup>3</sup> The number of applicants whose race/ethnicity was unknown was not counted as part of the total number of applicants.

The minority hiring rate this reporting year is 81.5%. In the analysis of Non-Minority vs. Minority new hires, minorities were the “Favored Group” in the following EEO-6 categories: Executive/Administrative/Managerial, Faculty, Professional/Non-Faculty, Secretarial/Clerical, and Service Maintenance. However, in the Skilled Trades EEO-6 category, there were no minority new hires.

With regard to promotions, females were the “Favored Group” in the Executive/Administrative/Managerial, Professional/Non-Faculty, Secretarial/Clerical, and Technical/Paraprofessional EEO-6 categories. Minorities were the “Favored Group” in the Executive/Administrative/Managerial, Professional/Non-Faculty, Secretarial/Clerical, Technical/Paraprofessional, and Service Maintenance EEO-6 categories.

See Appendix F for the *Impact Ratio Analysis*.

#### G. TENURE ELIGIBILITY SURVEY

A review of the tenure decisions compares employees eligible for tenure to those granted tenure or certificates of continuous employment. Members of the professoriate, college laboratory technicians (CLTs), and lecturers receive tenure or certificates of continuous employment (CCE), respectively, if recommended by Departmental and College-wide Personnel and Budget (P&B) Committees. The president presents the candidate for tenure or CCE to the Board of Trustees (BOT). If the BOT approves, the tenure status becomes effective on the first of September following approval. In some cases, faculty members may receive consideration for early tenure. See Appendix G for the Tenure Eligibility Survey.

A review of the tenure decisions effective September 1, 2013 reveals the following:

During the reporting period, 7 faculty members were presented for tenure or Certificate of Continuing Employment (CCE): 3 Associate Professors, 2 Assistant Professors, and one (1) College Lab Technician were presented for tenure; and one (1) Lecturer was presented for CCE. All but one (1) Assistant Professor were recommended and granted tenure or CCE by the Board of Trustees, effective September 1, 2013.

The tenure recipients included faculty from the following academic units:

The 3 Associate Professors were from the Natural Sciences Dept. - Biology unit (Agricultural and Life Sciences AAU); the Natural Sciences Dept. – Physical Sciences unit (Physical Sciences AAU); and the Humanities Dept. – Visual and Performing Arts unit (Fine, Applied Arts, and Media AAU). Of the Associate Professors, 3 are male, one (1) is Asian, and one (1) is Hispanic. The Assistant Professor recipient (white male) is from the Library.

The recipients also included a College Lab Technician (Hispanic male) from the Natural Sciences Dept. - Biology unit (Agricultural and Life Sciences AAU). A Lecturer (black female) from the Education Dept. – Teacher Education unit (Education AAU) was granted CCE.

One Assistant Professor (Hispanic male) from the Natural Sciences Dept. – Physical Sciences unit (Physical Sciences AAU) was denied tenure.

## H. ANALYSIS OF SYSTEMIC COMPENSATION

The University's Office of Recruitment and Diversity will periodically compare the mean salaries for men versus women and whites versus minorities. The analysis will identify differences in salary by amount (dollars) and percentages; any differences greater than 5% will be examined in greater detail.

## V. ACTION-ORIENTED PROGRAMS

The Action-Oriented Programs designed to address the underutilization of women and minorities and any adverse impact of the employment practices are discussed below. These Programs are carried-out throughout the AAP year. The College tailored its action-oriented programs to ensure these initiatives are specific to the problem (s) identified.

### A. IMPLEMENTATION OF ACTION PROGRAM 2013 – 2014

The results-oriented activities to address underutilization during the past year (2013 – 2014) include:

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 the Chronicle of Higher Education and the CUNY and Hostos Community College websites. Job advertisements are also disseminated to various ethnic organizations, including the Asian American/Asian Research Institute (AAARI), 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. In addition, the College 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. The University also sends advertisements to wide-reaching recruiting sources such as HERC, Indeed.com, Monster.com, Inside Higher Ed, and Simplyhired.com.

In addition, during job searches, the Chief Diversity Officer (CDO) conducts a “charge” meeting in which search committee members are apprised of the College's commitment to diversity, pluralism, inclusion, and fostering a non-discriminatory working environment. The CDO instructs the search committee to refrain from asking irrelevant interview questions relating to protected categories, including, but not limited to, race, national origin, ethnicity, sex, disability, and military status. The CDO is 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.

Also, the College is in its second year of its five-year Faculty Diversity Strategic Plan, which was implemented in the Fall 2013. The Plan focuses on continuously improving in three goal

areas in the faculty ranks: (1) recruitment; (2) retention, and (3) climate. During the reporting period, among other things, the College's Office of Academic Affairs invited a Diversity and Equity Consultant to conduct workshops for chairs, coordinators, directors, and staff designed to explore the culture of inclusivity at Hostos and ways that they can work positively to provide a welcoming and accepting space for everyone in the college community. The College's Office of Academic Affairs also strengthened its faculty mentoring programs and began a faculty resource directory, which provides profiles on faculty members who have scholarly interests in areas of diversity.

Hostos' Office of Compliance and Diversity (OCD) continues to implement its Equal Employment/Education Opportunity (EEO) training program designed to provide supervisors and employees with up-to-date federal, state, and local anti-discrimination laws and regulations, information about reasonable accommodations, and information regarding filing complaints. During the reporting period, the College also implemented Title IX Sexual Harassment training. The EEO/Title IX training sessions include discussions on the College's commitment to diversity, non-discrimination, and combatting sexual harassment. During the 2013-2014 reporting period, the OCD conducted EEO/Title IX training sessions for new faculty, adjunct faculty, the Public Safety Department, and the College's Senior Leadership Council, which includes Cabinet members, unit directors, and other senior staff.

#### 1. Goal Attainment 2013 – 2014: Addressing Underutilization

The College hired 92 employees into full time positions between July 1, 2013 and June 30, 2014 as depicted in the *Personnel Activity Table*. The impact of these appointments is included in the Comparison of the 2013 and 2014 Underutilization (IV. E.), which identifies the extent to which disparities between incumbency and availability in AAUs were eliminated, reduced or remained unchanged.

The College's new hires led to attainment of goals during the reporting period. The College successfully achieved its goals in hiring women and minorities in the following EEO-6 groups:

- Faculty (Professorial): English - Total Minority underutilization was eliminated.  
Library - Female underutilization was eliminated.
- Service/Maintenance: Custodial Supervisory – Female underutilization decreased from 3 to 2.

#### 2. Initiatives and Activities

The University's Faculty Fellowship Publication Program and the Diversity Projects Development Fund support faculty retention and advancement. During the reporting year, one (1) faculty member participated in the Fellowship Publication Program and one (1) faculty member participated in the Diversity Projects Development Fund.

Among the activities to promote diversity among the faculty, the College held /conducted the following:

- Diversity workshop by Diversity and Equity Consultant Benny Vasquez* – The College’s Office of Academic Affairs hosted a special workshop for chairs, coordinators and directors designed to explore the culture of inclusivity at Hostos and ways that they can work positively to provide a welcoming and accepting space for everyone in the college community;
- Adjunct Promotion, Diversity, and Salary Increments* workshop with Legal Affairs Designee Glenda Grace and Chief Diversity Officer Eugene Sohn;
- Reentering the Classroom: Reversing the Schoolyard to Prison Yard Pipeline* with Prof. Sandy Figueroa, Business Dept. and Re-entry Committee;
- Celebrating 2014 Black History Month, African American Read-in* with Prof. Cynthia Jones, English Depart.;
- Hostos: The Man, the College, the Bronx* with Profs. Orlando Hernandez, Humanities Dept., Gerald Meyer, Behavioral and Social Sciences Dept., and William Casari, Library.

In addition, the College also held numerous 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 the *avant-garde*. 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 2013 – 2014 season included the following performances:

Esther Pagan: My Colors of Cancer 2013 – A multi-media installation of photographs, hand crafted hats, sculptural elements and poetry. The show is activated online through Ms. Pagan’s interactive web blog [www.mycolorsofcancer.com](http://www.mycolorsofcancer.com);

Welcome to Arroyo’s – “An urban mystery that could change the history of hip-hop is about to be solved...” Directed by student-actor Ebrahim Rasheed, the first student in Hostos Repertory’s 30-year history to direct a full-scale production;

Momma's Hip Hop Kitchen – “Volume 7: Celebrating Sisterhood,” a free, multi-faceted hip-hop event, in celebration of Women’s History Month, honoring women through lyrics, song, and dance;

Bobby Sanabria Multiverse Big Band – Celebrating Puerto Rican Heritage month, a mega concert held in honor of Rafael Hernandez with members of the Bronx Arts Ensemble’s String Section and the 319<sup>th</sup> U.S. Army Band.

### 3. Dissemination of Non-Discrimination Policy and Program

The Non-Discrimination Policy is available on the College’s website, in the Office of Compliance and Diversity (OCD), on the OCD website, and provided at Equal Employment Opportunity (EEO) training sessions for managers and employees. The president’s Re-Affirmation Letter is sent to all employees and students. The AAP is in the library, in the Office of Compliance and Diversity, and on the OCD website. Beginning in Fall 2014, an annual statement of non-discrimination will be posted in a local Bronx newspaper in English and Spanish. The posting will include a telephone number for people with vision impairments that will direct the caller to a recording of the non-discrimination statement.

#### B. RESPONSE TO 2014 UNDERUTILIZATION

The College has established a placement goal whenever minority or female representation within an AAU was less than would reasonably be expected given the availability data. Corrective actions were developed only when the underutilization equaled at least one whole person.

##### 1. Placement Goals for 2014-15

Placement goals to address female and minority underutilization are established by AAU equal to the current availability data for the job group. As the UAWs display, the utilization analysis disaggregates the groups within total minorities to identify underutilization of protected ethnic/racial classes. The College establishes placement goals for women, total minority and each racial/ethnic group underutilized. The goals match the availability data and are displayed in the chart *COMPARING INCUMBENCY TO AVAILABILITY AND ANNUAL PLACEMENT GOALS* (APPENDIX C).

Placement goals help guide recruitment activities and the College will observe good faith efforts to recruit a broad and inclusive pool of qualified applicants.

Placement goals help guide recruitment activities, and the College will observe good faith efforts to recruit a broad and inclusive pool of qualified applicants. The College plans to hire in the following job groups in which underutilization currently exists:

Professional/Non-Faculty: Administration level 3;  
Faculty (Professorial): Physical Sciences, English, Fine/Applied Arts/Media – Visual and Performing Arts, Social Sciences, Health Professions – Radiology Technology;  
Faculty (Lecturer): English;  
Technical/Paraprofessional: Computer Specialists  
Service/Maintenance: Custodial Assistant, Custodial Supervisor.



## 2. Employment Practices: Recruitment, Selection, and Advancement

The placement goals to eliminate underutilization will be achieved through advertising and recruiting efforts that broaden the applicant pool and other results oriented campus initiatives. The College's employment practices conform to the bylaws of the Board of Trustees of The City University of New York, applicable collective bargaining agreements as well as Federal, State, and Local laws and regulations. The College's workforce is divided into a) the Instructional Staff, consisting of teaching and non-teaching employees; and b) the Classified Staff, whose employment is governed by the Rules and Regulations of the CUNY Classified Civil Service. A three member independent Civil Service Commission, appointed by the Board of Trustees, helps to ensure compliance with affirmative action and equal employment policies.

As part of the University's affirmative action program, procedures for the recruitment and appointment of members of the instructional staff have been developed. The College posts vacancies as prescribed by CUNY policies to ensure equal employment opportunities. The recruitment, selection, and advancement processes for the members of the Instructional Staff comply with CUNY's policies and procedures. Non-teaching instructional staff vacancies are typically posted for 30 days and openings for appointments to the faculty are posted for 60 days.

The PSC/CUNY Collective Bargaining Agreement expressly forbids promotions in the HEO series. The process for faculty promotions is outlined in BOT bylaws. There are promotional examinations offered to employees in select civil service titles.

The College has developed search and screening guidelines for personnel involved in the recruiting and hiring process. The Compliance and Diversity and Human Resources Offices monitor the recruitment and selection practices of all employees. Specifically, the CDO is responsible for ensuring that the following initiatives are undertaken or continue to be implemented:

1. Broadening recruitment efforts to reduce or eliminate underutilization.
2. Charging search committees to familiarize them with recruitment protocol.
3. Attending joint meeting between CDOs and the University Advisory Council on Diversity (UACD) to discuss issues of concern.
4. Attending informational sessions and training provided at monthly meetings of the Council of Chief Diversity Officers (CCDO).
5. Demonstrating compliance with University policy and procedures during UACD site visits.

6. Encouraging employees to participate in University-sponsored professional development programs.
7. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with College policy.
8. Providing information and guidance on equal opportunity and non-discrimination matters for supervisors and employees.

### C. INTERNAL AUDIT AND REPORTING

The internal audit and reporting system is used as the basis for evaluating results-oriented programs and affirmative action efforts. The records are maintained in the CUNYfirst system to provide information for updating the Affirmative Action Plan. The president has designated responsibility for implementing the audit and reporting system of the AAP to the CDO who will:

1. Monitor the records of personnel activities, including new hires, transfers, promotions, and terminations.
2. Review personnel activities and the AAP with senior level officers.
3. Advise senior management of program effectiveness and provide recommendations to improve areas of concern.

## **VI. COVERED VETERANS AND INDIVIDUALS WITH DISABILITIES**

### A. REVIEW OF PERSONNEL PROCESSES

To ensure that all personnel activities are conducted in a job-related manner that provides and promotes equal employment opportunity for all known covered veterans and employees and applicants with disabilities, reviews are periodically made of the College's examination and selection methods to identify barriers to employment, training, and promotion and to ensure that all personnel activities are conducted in a manner which provides and promotes equal opportunity.

The College ensures that its personnel processes do not stereotype individuals with disabilities or veterans or otherwise limits their access to jobs for which they are qualified and that they are featured in college publications.

### B. REVIEW OF PHYSICAL AND MENTAL JOB QUALIFICATIONS

To ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and promote equal employment opportunity for all covered

veteran and employees and applicants with disabilities, reviews are periodically made of the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

Schedule for Review: Any previously reviewed classification of positions will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g. new requirements or equipment.) As new job qualifications are established, the College will review the physical and mental job qualification to ensure that the qualifications do not screen out or tend to screen out qualified disabled individuals or protected veterans and that the qualifications are job related and consistent with business necessity and the safe performance of the job.

To the extent that physical or mental job qualification requirements screen out or tend to screen out qualified disabled individuals or protected veterans in the selection of current employees or applicants for employment or other changes in employment status such as promotion or training, the College assures that the requirements are related to the specific job(s) for which the individual is being considered. Both the Human Resources and Compliance and Diversity Offices review job descriptions for vacant positions. Moreover, the University's Office of Human Relations Management conducts periodic analyses of the description of positions for which recruitment will be undertaken. This review compares the position vacancy notice with the established criteria. Any disparity with the essential functions of the job and the qualifications are brought to the attention of the college's Office of Human Resources.

### C. REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

The College provides reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or disabled veterans. The College makes reasonable accommodations under this condition to those individuals who have requested a reasonable accommodation. Under the University's Reasonable Accommodation Policy, the Human Resources Director is responsible for making arrangements to provide reasonable accommodations to applicants for employment, current employees and visitors. Anyone may request an accommodation by contacting the Human Resources Office.

To formally request an accommodation, individuals with disabilities should contact:

Name: Keisha Pottinger  
Title: Human Resources Manager  
Phone: 718-518-6652 Fax: 718-518-6621  
Email: kpottinger@hostos.cuny.edu

Procedures for requesting an accommodation are detailed in *Procedures for Implementing Reasonable Accommodation at The City University of New York*, available at:

<http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/reasonable-accommodation.html>.

The College also accommodates employees who serve in the armed forces with its liberal military leave policy, which includes granting leaves of absence to employees who participate in honor guards at the funeral of veterans.

#### D. HARASSMENT PREVENTION PROCEDURES

The University has developed procedures to ensure that individuals with disabilities or veterans are not harassed. (See II. *Non-Discrimination and Affirmative Action Policies*) As specified in the University policy, during the reporting year, the 504/ADA Coordinator, Eugene Sohn was responsible for coordinating efforts to ensure access and non-discrimination for individuals with disabilities. To file a complaint, individuals should contact the 504/ADA Coordinator.

#### E. EXTERNAL DISSEMINATION OF EEO POLICY, OUTREACH AND POSITIVE RECRUITMENT

Efforts to disseminate the Non-Discrimination Policy and conduct outreach and positive recruitment include the following:

1. Publishing the Non-Discrimination Policy in the *New York Times* by ORD.
2. Initiating and maintaining communication with organizations having special interests in the recruitment of and job accommodations for disabled veterans, other veterans, and individuals with disabilities.
3. Including workers with disabilities when employees are pictured in educational, promotional, or job advertisements.
4. Disseminating information concerning employment opportunities to media that reach disabled veterans, other veterans, and individuals with disabilities.
5. Informing recruiting sources, in writing and orally, of the Affirmative Action policy for disabled veterans, other veterans, and individuals with disabilities.
6. Participating in programs that employ veterans and individuals with disabilities.

#### F. INTERNAL DISSEMINATION OF EEO POLICY, OUTREACH AND POSITIVE RECRUITMENT

To foster positive support for the affirmative action program for covered veterans and individuals with disabilities, the College will implement or continue to implement the following internal dissemination of its policy and procedures:

1. Including the policies in the College's policy manual and other in-house publications.

2. Conducting special meetings with senior staff and other supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation.
3. Scheduling training sessions for employees involved in recruitment, selection, promotion.
4. Discussing the policies thoroughly in both employee orientation and management training programs.
5. Posting the Reasonable Accommodation's policy on College bulletin boards/web pages, along with CUNY's Non-Discrimination Policy, which includes protection from harassment on the basis of disability.
6. Featuring persons with disabilities in handbooks or similar publications for employees.

#### G. AUDIT AND REPORTING SYSTEM

The 504/ADA Coordinator is responsible for the College's audit and reporting system that addresses the following:

1. Measures the effectiveness of the College's overall Affirmative Action Program and whether the College is in compliance with specific obligations.
2. Indicates the need for remedial action.
3. Measures the degree to which the College's objectives are being met.
4. Determines whether there are any undue hurdles for individuals with disabilities and veterans regarding campus sponsored educational, training, recreational, and social activities.

In addition, the 504/ADA Coordinator works with the UACD if audits uncover issues. The campus Coordinators also receive regular guidance concerning reporting systems at the monthly CCDO meetings and the periodic 504/ADA Coordinators meeting.

#### H. RESPONSIBILITY FOR AAP IMPLEMENTATION

As part of its efforts to ensure equal employment opportunity to disabled veterans, other veterans, and individuals with disabilities, during the reporting year, the College designated the following staff to support this endeavor:

Charles Uwa, Veterans Coordinator  
Eugene Sohn, Chief Diversity Officer  
Gabiella Burd, Dir. of Services for Students with Disabilities Office/Accessibility Resource Center

## 1. The President

The president is responsible for the implementation of the program and appoints the 504/ADA Coordinator to oversee that the College is in compliance.

## 2. The 504/ADA Coordinator

The president assigned the duties of the 504/ADA Coordinator to Eugene Sohn

The responsibilities of the 504/ADA Coordinator include:

- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances
- Making and informing applicants of final decision regarding disputed accommodations
- Collecting and maintaining information on number of accommodations requested and provided
- Ensuring pertinent records are stored securely and protected from damage or loss
- Ensuring medical documentation is kept confidential, used to evaluate accommodation requests, and shared only on a need- to- know basis
- Providing training, if appropriate, to those who interact with individuals with disabilities
- Serving as an ex-officio member of the 504/ADA committee.

## 3. 504/ADA Committee

The 504/ADA Committee serves as an advisory committee to the Coordinator.

The Committee is comprised of representatives from various divisions, departments, and programs, including individuals with disabilities.

The Committee members are composed of faculty members, staff members, and students who show an interest in promoting the awareness of disabilities-related issues. The members of the committee are:

Co-chairs: Prof. Julie Trachman and Prof. Elyse Zucker

Faculty: Profs. Alice Cunningham, Ralph Schwartz, Azizi Seixas, Leigh Phillip, Carmen Alustiza-Mondesire, Lizette Colon

Staff: Mr. Jason Libfeld, Ms. Susan Miceli, Nurse Alejandrina Pena, Joshua Rodriguez, Roberto Williams

Students: Mark Johnson (Abilities Awareness Club President) and Sheila Javier-Suarez (SGA representative)

Ex-officio: Mr. Eugene Sohn (Chief Diversity Officer)

Ex-officio: Ms. Gabriella Burd (Director, Services for Students with Disabilities Office)

#### 4. College Officials

In their direct day-to-day contact with college employees, college officials assume certain responsibilities to help the College comply with disability regulations, including working with the Office of Human Resources to identify reasonable accommodations.

##### I. TRAINING TO ENSURE AA IMPLEMENTATION

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. The University Office of Recruitment and Diversity and Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

The College also provides opportunities for employees to attend pertinent conferences to enhance their knowledge of disability issues.

##### J. COMPENSATION

When offering employment or promotion to individuals covered by VI. - Covered Veterans and Persons with Disabilities, the amount of compensation offered is not reduced because of any disability income, pension or other benefit that the applicant or employee receives from another source.

##### K. INVITATION TO SELF-IDENTIFY

Veterans applying for classified positions may self-identify pre-employment in order to receive a Veteran's Credit. Individuals with disabilities applying may self-identify when requesting reasonable accommodations. For all other positions, veterans and individuals with disabilities have an opportunity to self-identify once hired.

**APPENDIX A**  
**PRESIDENT'S REAFFIRMATION LETTER**





To: Campus Community

From: Félix V. Matos Rodríguez, Ph.D.  
 President

Date: September 10, 2013

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

The City University of New York and Hostos Community College are dedicated to maintaining an inclusive work and learning environment, and I write to strongly reaffirm Hostos Community College's commitment, and my own commitment, to the principles of affirmative action, equal opportunity, and diversity.

It is the policy of The City University of New York and Hostos Community College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is also prohibited. Most recently, unemployment status was added as a protected category.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others Section 1324b of the Immigration and Nationality Act (INA), 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, as amended, 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," as delineated in Executive Order 11246: (i.e. Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer, Eugene B. Sohn, Esq., who will also serve as the 504/ADA Coordinator and Title IX 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, and the telephone number is (718) 518-4284.

I look forward to your energetic involvement in the affirmative/diversity programs, and thank you for your assistance and support as we continue in our efforts.

**APPENDICIES B – B24**  
**UTILIZATION ANALYSIS WORKSHEETS**

**APPENDIX B – B1**  
**EXECUTIVE/ADMINISTRATIVE/MANAGERIAL**  
**FIRST/ MID LEVEL OFFICIALS**

**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College: **Eugenio Maraia de Hostos Community College**  
 Semester/Year: **FALL, 2014**

AFFIRMATIVE ACTION UNIT: ADMINISTRATION I		Constituent Departments:					
EEO CATEGORY:  Executive/Senior Level Official and Managers		Job Titles: EXECUTIVE COMPENSATION PLAN TITLES  President Senior Vice President / Vice President / Assistant Vice President Administrator Associate Dean / Associate Administrator Assistant Dean / Assistant Administrator					
JOB GROUP:  ADMINISTRATION I							
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	22.4	9.9	3.0	4.0	2.5
2. % of Minorities/Females promotable, transferable, or trainable		0.60	25.0	16.6	4.9	6.4	5.2
GROUP TOTAL NO.: <b>17</b>  No. Male: <b>8</b> No. Female: <b>9</b>							
		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino	
CURRENT UTILIZATION:		# <b>9</b> % <b>52.9</b>	# <b>13</b> % <b>76.5</b>	# <b>1</b> % <b>5.9</b>	# <b>2</b> % <b>11.8</b>	# <b>10</b> % <b>58.8</b>	
OVERALL AVAILABILITY:		% <b>47.4</b>	% <b>26.5</b>	% <b>7.9</b>	% <b>10.4</b>	% <b>7.7</b>	
UNDERUTILIZATION:		% <b>NONE</b> # <b>0.0</b> UU <b>0</b>	% <b>NONE</b> # <b>0.0</b> UU <b>0</b>	% <b>2.0</b> # <b>0.3</b> UU <b>0</b>	% <b>NONE</b> # <b>0.0</b> UU <b>0</b>	% <b>NONE</b> # <b>0.0</b> UU <b>0</b>	

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET

**FALL, 2014**

**Executive/Senior Level Official and Managers**

**ADMINISTRATION I:**

Executive Compensation  
PlanTitles

- President
- Senior Vice President / Vice President / Assistant Vice President
- Administrator
- Associate Dean / Associate Administrator
- Assistant Dean / Assistant Administrator

CUNY Administration I Degree Weighting - Source: CUPS 062 as of April 16, 2012.  
(degrees held by employees in CUNY Administration I)

- Ph.D. = 50.6%
- M.A. = 32.7%
- B.A. = 13.9%

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	Earned Degrees Conferred (EDC) US - PHD, MA, BA 2009-10* for Federal Protected Groups. 2007-2011 - American Community Survey (ACS) - U.S. - Italian American PHD, MA, BA holders age 28 through 65.	0.4
Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2011.	0.6

\*Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

<b>Factor 1:</b>	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	
	56.1	24.8	7.6	10.1	6.3	
multiply by weight -	<b>0.4</b>	<b>22.4</b>	<b>9.9</b>	<b>3.0</b>	<b>4.0</b>	<b>2.5</b>
 <b>Factor 2:</b>	 <u>Female</u>	 <u>**Total Minority</u>	 <u>Asian or Nat. Haw. or Other Pac. Isl.</u>	 <u>Black or African American</u>	 <u>Hispanic or Latino</u>	 <u>Total</u>
HEO	388	293	60	137	96	726
Professor	719	439	154	147	135	1,927
	<b>1,107</b>	<b>732</b>	<b>214</b>	<b>284</b>	<b>231</b>	<b>2,653</b>
	41.7	27.6	8.1	10.7	8.7	
multiply by weight -	<b>0.6</b>	<b>25.0</b>	<b>16.6</b>	<b>4.9</b>	<b>6.4</b>	<b>5.2</b>
 <b>OVERALL AVAILABILITY</b>	 <b>47.4</b>	 <b>26.5</b>	 <b>7.9</b>	 <b>10.4</b>	 <b>7.7</b>	

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET

### Two Factor Availability

College: **Eugenio Maria de Hostos Community College**

Semester/Year: **FALL, 2014**

<b>AFFIRMATIVE ACTION UNIT:</b> ADMINISTRATION II		<b>Constituent Departments:</b>					
<b>EEO CATEGORY:</b>  First/Mid Level Officials and Managers		<b>Job Titles:</b>  Higher Education Officer (HEO) Higher Education Associate (HEA)					
<b>JOB GROUP:</b>  ADMINISTRATION II							
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>	
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	23.0	10.7	3.2	3.9	3.2
	2. % of Minorities/Females promotable, transferable, or trainable	0.60	35.6	29.6	7.1	14.5	7.7
<b>GROUP TOTAL NO.:</b> <u>63</u>							
No. Male: <u>23</u> No. Female: <u>40</u>		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>	
<b>CURRENT UTILIZATION:</b>		# <u>40</u> % <u>63.5</u>	# <u>50</u> % <u>79.4</u>	# <u>7</u> % <u>11.1</u>	# <u>13</u> % <u>20.6</u>	# <u>30</u> % <u>47.6</u>	
<b>OVERALL AVAILABILITY:</b>		% <u>58.6</u>	% <u>40.3</u>	% <u>10.3</u>	% <u>18.4</u>	% <u>10.9</u>	
<b>UNDERUTILIZATION:</b>		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET

**FALL, 2014**

**First/Mid Level Officials and Managers  
ADMINISTRATION II**

**Higher Education Officer (HEO)  
Higher Education Associate (HEA)**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	4STATE - Earned Degrees Conferred (EDC) - Bachelors 2009-10* for Federal Protected Groups. 2007-2011 American Community Survey (ACS)	0.4
Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2012.	0.6

\*Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

<b>Factor 1:</b>		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	
		57.4	26.7	8.1	9.8	8.1	
	multiply by weight	<b>23.0</b>	<b>10.7</b>	<b>3.2</b>	<b>3.9</b>	<b>3.2</b>	
<b>Factor 2:</b>		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Total</u>
	HE asst.	362	319	32	179	104	533
	Asst. Prof.	440	349	128	148	70	820
	<b>TOTAL</b>	<b>802</b>	<b>668</b>	<b>160</b>	<b>327</b>	<b>174</b>	<b>1,353</b>
		59.3	49.4	11.8	24.2	12.9	
	multiply by weight	<b>35.6</b>	<b>29.6</b>	<b>7.1</b>	<b>14.5</b>	<b>7.7</b>	
<b>OVERALL</b>		<b>58.6</b>	<b>40.3</b>	<b>10.3</b>	<b>18.4</b>	<b>10.9</b>	

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**APPENDIX B2 – B11**  
**FACULTY: PROFESSORIAL**



**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  Agricultural/Life Science		CONSTITUENT DEPARTMENTS:  Natural Sciences- Biology				
EEO CATEGORY:  FACULTY		Job Titles:  Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	54.2	24.3	13.3	4.3	6.1
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>9</u>						
No. Male: <u>4</u> No. Female: <u>5</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>5</u> % <u>55.6</u>	# <u>3</u> % <u>33.3</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>11.1</u>	# <u>2</u> % <u>22.2</u>
OVERALL AVAILABILITY:		% <u>54.2</u>	% <u>24.3</u>	% <u>13.3</u>	% <u>4.3</u>	% <u>6.1</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>13.3</u> # <u>1.2</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                      **Agricultural/Life Science**

**Constituent Departments:**                      **Natural Sciences- Biology**

**Job Group:**    **Professorial**

**Job Titles:**    **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Biological and Biomedical Sciences**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>54.2</b>	<b>24.3</b>	<b>13.3</b>	<b>4.3</b>	<b>6.1</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

<b>College:</b>	Eugenio Maria de Hostos Community College
<b>Semester/Year:</b>	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b>  Education		<b>CONSTITUENT DEPARTMENTS:</b> Library Language & Cognition- English as a Second Language Education- Teacher Education				
<b>EEO CATEGORY:</b>  FACULTY		<b>Job Titles:</b>  Professor; Associate Professor; and Assistant Professor				
<b>JOB GROUP:</b> PROFESSORIAL						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	67.8	28.5	4.3	18.1	5.4
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>18</u>						
No. Male: <u>4</u> No. Female: <u>14</u>		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>14</u> % <u>77.8</u>	# <u>5</u> % <u>27.8</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>11.1</u>	# <u>3</u> % <u>16.7</u>
<b>OVERALL AVAILABILITY:</b>		% <u>67.8</u>	% <u>28.5</u>	% <u>4.3</u>	% <u>18.1</u>	% <u>5.4</u>
<b>UNDERUTILIZATION:</b>		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>0.8</u> # <u>0.1</u> UU <u>0</u>	% <u>4.3</u> # <u>0.8</u> UU <u>1</u>	% <u>7.0</u> # <u>1.3</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                      **Education**

**Constituent Departments:**                      **Library**  
**Language & Cognition- English as a**  
**Second Language**  
**Education- Teacher Education**

**Job Group:**    **Professorial**

**Job Titles:**    **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Education**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>67.8</b>	<b>28.5</b>	<b>4.3</b>	<b>18.1</b>	<b>5.4</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  English		CONSTITUENT DEPARTMENTS:  English				
EEO CATEGORY:  FACULTY		Job Titles:  Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	59.2	13.9	4.5	4.9	3.6
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>20</u>						
No. Male: <u>8</u> No. Female: <u>12</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>12</u> % <u>60.0</u>	# <u>3</u> % <u>15.0</u>	# <u>2</u> % <u>10.0</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>5.0</u>
OVERALL AVAILABILITY:		% <u>59.2</u>	% <u>13.9</u>	% <u>4.5</u>	% <u>4.9</u>	% <u>3.6</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>4.9</u> # <u>1.0</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                    **English**

**Constituent Departments:**            **English**

**Job Group:**                                    **Professorial**

**Job Titles:**                                    **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**English Language and Literature/Letters**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>59.2</b>	<b>13.9</b>	<b>4.5</b>	<b>4.9</b>	<b>3.6</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  Fine/Applied Arts/Media		CONSTITUENT DEPARTMENTS:  Humanities- Visual/Performing Arts.				
EEO CATEGORY:  FACULTY		Job Titles:  Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	51.6	19.8	10.1	3.3	5.1
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>7</u>						
No. Male: <u>5</u> No. Female: <u>2</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>2</u> % <u>28.6</u>	# <u>1</u> % <u>14.3</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>14.3</u>
OVERALL AVAILABILITY:		% <u>51.6</u>	% <u>19.8</u>	% <u>10.1</u>	% <u>3.3</u>	% <u>5.1</u>
UNDERUTILIZATION:		% <u>23.0</u> # <u>1.6</u> UU <u>2</u>	% <u>5.5</u> # <u>0.4</u> UU <u>0</u>	% <u>10.1</u> # <u>0.7</u> UU <u>1</u>	% <u>3.3</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:** **Fine/Applied Arts/Media**

**Constituent Departments:** **Humanities- Visual/Performing Arts.**

**Job Group:** **Professorial**

**Job Titles:** **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Visual & Performing Arts**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>51.6</b>	<b>19.8</b>	<b>10.1</b>	<b>3.3</b>	<b>5.1</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  Foreign Languages		CONSTITUENT DEPARTMENTS:  Humanities-Modern Languages				
EEO CATEGORY:  FACULTY		Job Titles:  Distinguished Professor; Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	60.3	22.7	5.9	2.5	13.5
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>6</u>						
No. Male: <u>5</u> No. Female: <u>1</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>1</u> % <u>16.7</u>	# <u>4</u> % <u>66.7</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>4</u> % <u>66.7</u>
OVERALL AVAILABILITY:		% <u>60.3</u>	% <u>22.7</u>	% <u>5.9</u>	% <u>2.5</u>	% <u>13.5</u>
UNDERUTILIZATION:		% <u>43.7</u> # <u>2.6</u> UU <u>3</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>5.9</u> # <u>0.4</u> UU <u>0</u>	% <u>2.5</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                      **Foreign Languages**

**Constituent Departments:**                      **Humanities-Modern Languages**

**Job Group:**    **Professorial**

**Job Titles:**    **Distinguished Professor; Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Foreign Languages, Literatures, and Linguistics**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>60.3</b>	<b>22.7</b>	<b>5.9</b>	<b>2.5</b>	<b>13.5</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

### UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> Health Professions		<b>CONSTITUENT DEPARTMENTS:</b> Allied Health Sciences- Dental Hygiene Education- Health Education Allied Health Sciences- Nursing Allied Health Sciences- Radiological Technology				
<b>EEO CATEGORY:</b> FACULTY		<b>Job Titles:</b> Professor; Associate Professor; and Assistant Professor				
<b>JOB GROUP:</b> PROFESSORIAL						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	75.0	21.9	7.9	8.2	4.8
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>27</u>						
No. Male: <u>8</u> No. Female: <u>19</u>		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>19</u> % <u>70.4</u>	# <u>14</u> % <u>51.9</u>	# <u>3</u> % <u>11.1</u>	# <u>4</u> % <u>14.8</u>	# <u>7</u> % <u>25.9</u>
<b>OVERALL AVAILABILITY:</b>		% <u>75.0</u>	% <u>21.9</u>	% <u>7.9</u>	% <u>8.2</u>	% <u>4.8</u>
<b>UNDERUTILIZATION:</b>		% <u>4.6</u> # <u>1.2</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                      **Health Professions**

**Constituent Departments:**                      **Allied Health Sciences- Dental Hygiene**  
**Allied Health Sciences- Nursing**  
**Allied Health Sciences- Radiological Technology**  
**Education- Health Education**

**Job Group:**    **Professorial**

**Job Titles:**    **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Health Professions and Related Programs**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>75.0</b>	<b>21.9</b>	<b>7.9</b>	<b>8.2</b>	<b>4.8</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2014**

<b>AFFIRMATIVE ACTION UNIT:</b>  LIBRARY		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b>  FACULTY		<b>Job Titles:</b>  Professor, Associate Professor, Assistant Professor				
<b>JOB GROUP:</b>  Professorial and Non-Professorial						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	75.9	18.2	3.8	7.1	7.1
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <b>9</b>		<b>If Group Total is 4 or less, then Job Group is too small to analyze</b>				
No. Male: <b>2</b> No. Female: <b>7</b>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>7</u>	# <u>6</u>	# <u>2</u>	# <u>2</u>	# <u>2</u>
		% <u>77.8</u>	% <u>66.7</u>	% <u>22.2</u>	% <u>22.2</u>	% <u>22.2</u>
<b>OVERALL AVAILABILITY:</b>		% <u>75.9</u>	% <u>18.2</u>	% <u>3.8</u>	% <u>7.1</u>	% <u>7.1</u>
<b>UNDERUTILIZATION:</b>		% <u>NONE</u>	% <u>NONE</u>	% <u>NONE</u>	% <u>NONE</u>	% <u>NONE</u>
		# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>
		uu <u>0</u>	uu <u>0</u>	uu <u>0</u>	uu <u>0</u>	uu <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**LIBRARY**

Professorial and Non-Professorial

**JOB GROUP:** ALL FACULTY \*\*\*

**FACULTY** Professor, Associate Professor, Assistant Professor

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 4State Earned Degree Conferred (EDC)- M.A. and Ph.D. 2009-10* weighted at 50% and National - USN4ST EDC M.A. and Ph.D. 2009-10* weighted at 50%. Derived from NCES-Postsecondary Studies Division.	1.0

\* Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 07/20/2012.

Factor 1: **4State** - Earned Degree Conferred (EDC) - M.A. and Ph.D. 2009-10\* - Library Science.

		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
Ph.D.		80.0	13.3	6.7	6.7	0.0
50% weight	0.5	(40.0)	(6.7)	(3.4)	(3.4)	(0.0)
M.A.		80.2	14.6	4.5	5.1	4.6
50% weight	0.5	(40.1)	(7.3)	(2.3)	(2.6)	(2.3)
TOTAL		80.1	14.0	5.7	6.0	2.3
<b>weight at .20</b>		<b>16.0</b>	<b>2.8</b>	<b>1.1</b>	<b>1.2</b>	<b>0.5</b>

National - **USN4ST** (EDC) - M.A. and Ph.D. 2009-10\* - Library Science.

		<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
Ph.D.		67.7	22.6	3.2	9.7	9.7
50% weight	0.5	(33.9)	(11.3)	(1.6)	(4.9)	(4.9)
M.A.		82.0	16.0	3.6	5.0	6.5
50% weight	0.5	(41.0)	(8.0)	(1.8)	(2.5)	(3.3)
TOTAL		74.9	19.3	3.4	7.4	8.2
<b>weight at .80</b>		<b>59.9</b>	<b>15.4</b>	<b>2.7</b>	<b>5.9</b>	<b>6.6</b>

Sum of 4State and		16.0	2.8	1.1	1.2	0.5
USN4ST		<u>59.9</u>	<u>15.4</u>	<u>2.7</u>	<u>5.9</u>	<u>6.6</u>
		<b>75.9</b>	<b>18.2</b>	<b>3.8</b>	<b>7.1</b>	<b>7.1</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

\*\*\*Action taken to combine all faculty titles in this job group is based on the review of the internal population. (e.g. 89% of persons in the Instructor rank and 94% of persons in the Lecturer rank hold the MA degree).

**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> Mathematics & Computer Science		<b>CONSTITUENT DEPARTMENTS:</b> Business- Computer Science Mathematics				
<b>EEO CATEGORY:</b> FACULTY		<b>Job Titles:</b> Professor; Associate Professor; and Assistant Professor				
<b>JOB GROUP:</b> PROFESSORIAL						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	28.0	19.7	12.1	3.5	3.4
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>19</u>						
No. Male: <u>10</u> No. Female: <u>9</u>		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>9</u> % <u>47.4</u>	# <u>11</u> % <u>57.9</u>	# <u>4</u> % <u>21.1</u>	# <u>3</u> % <u>15.8</u>	# <u>4</u> % <u>21.1</u>
<b>OVERALL AVAILABILITY:</b>		% <u>28.0</u>	% <u>19.7</u>	% <u>12.1</u>	% <u>3.5</u>	% <u>3.4</u>
<b>UNDERUTILIZATION:</b>		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                      **Mathematics & Computer Science**

**Constituent Departments:**                      **Business- Computer Science**  
**Mathematics**

**Job Group:**    **Professorial**

**Job Titles:**    **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Mathematics and Statistics (Weighted at 84.2%)**  
**Computer and Information Sciences and Support Serv (Weighted at 15.8%)**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>28.0</b>	<b>19.7</b>	<b>12.1</b>	<b>3.5</b>	<b>3.4</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> Physical Sciences		<b>CONSTITUENT DEPARTMENTS:</b> Natural Science- Physical Science				
<b>EEO CATEGORY:</b> FACULTY		<b>Job Titles:</b> Associate Professor; and Assistant Professor				
<b>JOB GROUP:</b> PROFESSORIAL						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	34.0	16.9	8.4	3.3	4.1
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>6</u>						
No. Male: <u>6</u> No. Female: <u>0</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>0</u> % <u>0.0</u>	# <u>6</u> % <u>100.0</u>	# <u>3</u> % <u>50.0</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>50.0</u>
<b>OVERALL AVAILABILITY:</b>		% <u>34.0</u>	% <u>16.9</u>	% <u>8.4</u>	% <u>3.3</u>	% <u>4.1</u>
<b>UNDERUTILIZATION:</b>		% <u>34.0</u> # <u>2.0</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.3</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

**Affirmative Action Unit:**                      **Physical Sciences**

**Constituent Departments:**                      **Natural Science- Physical Science**

**Job Group:**    **Professorial**

**Job Titles:**    **Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Physical Science**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>34.0</b>	<b>16.9</b>	<b>8.4</b>	<b>3.3</b>	<b>4.1</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  Social Sciences		CONSTITUENT DEPARTMENTS: Behavioral & Social Sciences- Behavioral Science Behavioral & Social Sciences- Social Science				
EEO CATEGORY:  FACULTY		Job Titles:  Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	50.0	21.9	7.7	6.4	6.5
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>13</u> No. Male: <u>8</u> No. Female: <u>5</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>5</u> % <u>38.5</u>	# <u>6</u> % <u>46.2</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>23.1</u>	# <u>3</u> % <u>23.1</u>
OVERALL AVAILABILITY:		% <u>50.0</u>	% <u>21.9</u>	% <u>7.7</u>	% <u>6.4</u>	% <u>6.5</u>
UNDERUTILIZATION:		% <u>11.5</u> # <u>1.5</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.7</u> # <u>1.0</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

**FALL, 2014**

Affirmative Action Unit: **Social Sciences**

Constituent Departments: **Behavioral & Social Sciences-  
Behavioral Science  
Behavioral & Social Sciences-  
Social Science**

Job Group: **Professorial**

Job Titles: **Professor; Associate Professor; and Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0


\* Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**Social Sciences**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>50.0</b>	<b>21.9</b>	<b>7.7</b>	<b>6.4</b>	<b>6.5</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

 <b>DOCTORATE's</b> degree conferred by Title IV participating institutions <b>2009-2010</b>							
Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaiiin/Other Pacific Islander, American Indian Alaska Native, and Two or More Races. Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.							
		FEMALE	**Total Minority	ASIAN/ PAC. ISL.	BLACK NON-HISP.	Hispanic or Latino	AM.IND/ AL.NAT.
Agriculture, Agriculture Operations and Related Sc		49.5%	19.4%	4.2%	9.8%	5.1%	0.3%
Architecture and Related Services		46.0%	21.9%	8.7%	8.1%	5.1%	0.0%
Area, Ethnic, Cultural, Gender, and Group Studies		57.3%	44.0%	13.7%	17.5%	8.6%	3.7%
Biological and Biomedical Sciences		54.2%	24.3%	13.3%	4.3%	6.1%	0.4%
Business, Management, Marketing, Support Services		42.6%	31.4%	8.7%	16.9%	4.7%	0.8%
Communication, Journalism, and Related Programs		61.6%	16.9%	7.3%	5.6%	3.7%	0.0%
Computer and Information Sciences and Support Serv		23.4%	26.1%	17.8%	5.4%	2.1%	0.4%
Education		67.8%	28.5%	4.3%	18.1%	5.4%	0.5%
Engineering		25.2%	27.6%	16.4%	4.7%	6.0%	0.3%
Engineering Technologies and Engineering-related F		32.4%	22.1%	14.3%	2.6%	2.6%	2.6%
English Language and Literature/Letters		59.2%	13.9%	4.5%	4.9%	3.6%	0.7%
Family and Consumer Sciences/Human Sciences		78.3%	25.1%	6.1%	11.6%	5.7%	1.6%
Foreign Languages, Literatures, and Linguistics		60.3%	22.7%	5.9%	2.5%	13.5%	0.7%
Health Professions and Related Programs		75.0%	21.9%	7.9%	8.2%	4.8%	0.6%
History		44.2%	18.5%	4.0%	6.6%	6.1%	1.4%
Homeland Security, Law Enforcement, Firefighting,		49.7%	15.6%	6.2%	5.5%	2.3%	1.6%
Legal Professions and Studies		36.8%	20.0%	9.1%	3.2%	7.4%	0.3%
Liberal Arts and Sciences, General Studies and Hum		54.8%	14.5%	1.2%	8.5%	4.8%	0.0%
Library Science		70.2%	20.7%	3.9%	9.1%	7.7%	0.0%
Mathematics and Statistics		28.9%	18.5%	11.0%	3.2%	3.7%	0.3%
Multi/Interdisciplinary Studies		60.3%	22.2%	6.3%	9.6%	5.1%	1.2%
Natural Resources and Conservation		50.9%	19.2%	8.9%	3.7%	5.3%	1.3%
Parks, Recreation, Leisure and Fitness Studies		51.5%	16.8%	5.6%	6.5%	3.4%	0.9%
Philosophy and Religious Studies		32.5%	16.3%	5.6%	5.9%	4.1%	0.2%
Physical Sciences		34.0%	16.9%	8.4%	3.3%	4.1%	0.5%
Psychology		72.3%	20.9%	6.4%	7.1%	6.4%	0.6%
Public Administration and Social Service Professio		64.7%	31.0%	7.8%	16.7%	5.5%	0.7%
Social Sciences		50.0%	21.9%	7.7%	6.4%	6.5%	0.9%
Theology and Religious Vocations		24.2%	22.6%	7.2%	12.2%	2.5%	0.7%
Visual and Performing Arts		51.6%	19.8%	10.1%	3.3%	5.1%	0.8%
<b>TOTAL ALL FIELDS</b>		<b>54.2%</b>	<b>24.2%</b>	<b>8.4%</b>	<b>9.3%</b>	<b>5.5%</b>	<b>0.6%</b>

OHRM/jc - C:\Users\jchen\Desktop\ID drive Desktop\EDC 2010\Test Map PHD 2010 Pctg FEDERAL.rpt

**APPENDIX B12 – B13**  
**FACULTY: LECTURERS**

**UTILIZATION ANALYSIS WORKSHEET**  
Four Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  Education		CONSTITUENT DEPARTMENTS: College Discovery Counseling Center Language & Cognition- English as a Second Language				
EEO CATEGORY:  FACULTY		Job Titles: Lecturer				
JOB GROUP: NON-PROFESSORIAL - LECTURER						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	80.1	14.4	2.0	5.7	5.8
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>7</u>						
No. Male: <u>1</u> No. Female: <u>6</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>6</u> % <u>85.7</u>	# <u>5</u> % <u>71.4</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>5</u> % <u>71.4</u>
OVERALL AVAILABILITY:		% <u>80.1</u>	% <u>14.4</u>	% <u>2.0</u>	% <u>5.7</u>	% <u>5.8</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.0</u> # <u>0.1</u> UU <u>0</u>	% <u>5.7</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races

**FACTOR / SOURCE SHEET - LECTURER**

**FALL, 2014**

**Affirmative Action Unit:**                      **Education**

**Constituent Departments:**              College Discovery  
     Counseling Center  
     Language & Cognition- English as a Second Language

**Job Group:**                                      **LECTURER**

**Job Titles:**                                    **Lecturer**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2009-10* - 4State weighted at 50% and US Non-4ST weighted at 50%.	1.0

\* Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: EDC - BA. 2009 - 10\* 4States (CT,NJ,NY,PA) and US Non-4ST.

**Education**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>80.1</b>	<b>14.4</b>	<b>2.0</b>	<b>5.7</b>	<b>5.8</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



**UTILIZATION ANALYSIS WORKSHEET**

Four Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT:  English		CONSTITUENT DEPARTMENTS:  English				
EEO CATEGORY:  FACULTY		Job Titles:  Distinguished Lecturer, Lecturer				
JOB GROUP:  NON-PROFESSORIAL - LECTURER						
FACTORS:	Weighting	Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	68.5	21.0	4.9	7.8	7.3
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>6</u>						
No. Male: <u>3</u> No. Female: <u>3</u>		Females	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
CURRENT UTILIZATION:		# <u>3</u> % <u>50.0</u>	# <u>4</u> % <u>66.7</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>50.0</u>	# <u>1</u> % <u>16.7</u>
OVERALL AVAILABILITY:		% <u>68.5</u>	% <u>21.0</u>	% <u>4.9</u>	% <u>7.8</u>	% <u>7.3</u>
UNDERUTILIZATION:		% <u>18.5</u> # <u>1.1</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>4.9</u> # <u>0.3</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races

**FACTOR / SOURCE SHEET - LECTURER**

**FALL, 2014**

**Affirmative Action Unit:**                    **English**

**Constituent Departments:**            **English**

**Job Group:**                                    **LECTURER**

**Job Titles:**                                 **Distinguished Lecturer, Lecturer**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2009-10* - 4State weighted at 50% and US Non-4ST weighted at 50%.	1.0

\* Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: EDC - BA. 2009 - 10\* 4States (CT,NJ,NY,PA) and US Non-4ST.

**English Language and Literature/Letters**

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<b>68.5</b>	<b>21.0</b>	<b>4.9</b>	<b>7.8</b>	<b>7.3</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

### BACHELOR's degree conferred by Title IV participating institutions 2009-2010

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaiiin/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.

Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 50% and USn4ST is weighted at 50%.

	<u>FEMALE</u>	<u>**Total Minority</u>	<u>ASIAN/ PAC. ISL.</u>	<u>BLACK NON-HISP.</u>	<u>Hispanic or Latino</u>	<u>AM.IND./ AL.NAT.</u>
Agriculture, Agriculture Operations and Related Sc	52.2%	13.9%	4.0%	4.1%	5.0%	0.5%
Architecture and Related Services	43.6%	29.1%	10.6%	5.3%	11.9%	0.5%
Area, Ethnic, Cultural, Gender, and Group Studies	69.3%	42.3%	11.9%	14.5%	13.6%	1.5%
Biological and Biomedical Sciences	59.5%	34.0%	18.1%	7.9%	6.8%	0.5%
Business, Management, Marketing, Support Services	48.4%	29.8%	8.6%	11.6%	8.7%	0.5%
Communication, Journalism, and Related Programs	64.0%	23.6%	4.4%	10.4%	7.9%	0.5%
Communications Technologies/Technicians Support Se	34.4%	25.7%	5.7%	9.5%	9.7%	0.4%
Computer and Information Sciences and Support Serv	17.1%	29.7%	9.7%	11.0%	7.9%	0.5%
Construction Trades	4.2%	6.6%	2.3%	0.8%	1.9%	0.8%
Education	80.1%	14.4%	2.0%	5.7%	5.8%	0.6%
Engineering	18.7%	27.1%	14.5%	4.7%	6.8%	0.5%
Engineering Technologies and Engineering-related F	9.6%	21.5%	4.9%	8.7%	6.8%	0.6%
English Language and Literature/Letters	68.5%	21.0%	4.9%	7.8%	7.3%	0.5%
Family and Consumer Sciences/Human Sciences	89.3%	24.8%	5.9%	10.2%	7.6%	0.6%
Foreign Languages, Literatures, and Linguistics	71.9%	29.2%	6.2%	4.1%	17.8%	0.4%
Health Professions and Related Programs	85.2%	27.9%	7.9%	12.5%	6.6%	0.5%
History	41.1%	17.1%	3.7%	4.6%	7.6%	0.7%
Homeland Security, Law Enforcement, Firefighting,	47.1%	37.5%	3.3%	18.7%	14.3%	0.7%
Legal Professions and Studies	69.2%	39.7%	6.0%	20.5%	12.1%	0.7%
Liberal Arts and Sciences, General Studies and Hum	62.8%	31.0%	3.8%	16.0%	9.6%	0.9%
Library Science	87.0%	9.2%	1.4%	2.6%	4.0%	0.0%
Mathematics and Statistics	45.4%	23.4%	11.3%	5.2%	6.1%	0.4%
Mechanic and Repair Technologies/Technicians	2.1%	18.3%	5.9%	4.8%	7.6%	0.0%
Multi/Interdisciplinary Studies	61.2%	28.0%	7.6%	9.4%	9.9%	0.7%
Natural Resources and Conservation	47.5%	12.8%	4.8%	2.0%	4.6%	0.8%
Parks, Recreation, Leisure and Fitness Studies	44.9%	19.0%	3.7%	8.6%	5.7%	0.6%
Personal and Culinary Services	52.2%	23.7%	3.4%	11.3%	7.1%	0.9%
Philosophy and Religious Studies	39.0%	21.8%	6.0%	7.4%	7.3%	0.6%
Physical Sciences	41.2%	22.4%	11.1%	5.1%	5.1%	0.5%
Precision Production	17.4%	13.0%	10.9%	0.0%	2.2%	0.0%
Psychology	77.6%	31.0%	6.8%	12.1%	10.9%	0.6%
Public Administration and Social Service Professio	81.8%	41.5%	3.4%	23.9%	12.4%	1.0%
Science Technologies/Technicians	53.1%	27.8%	4.8%	4.6%	16.7%	1.0%
Social Sciences	52.1%	32.1%	9.3%	11.1%	10.4%	0.6%
Theology and Religious Vocations	27.8%	11.1%	1.8%	5.2%	3.2%	0.5%
Transportation and Materials Moving	13.0%	33.9%	6.7%	11.2%	14.7%	0.4%
Visual and Performing Arts	61.0%	22.0%	6.8%	6.3%	7.8%	0.6%
<b>TOTAL ALL FIELDS</b>	<b>57.5%</b>	<b>27.3%</b>	<b>7.5%</b>	<b>10.1%</b>	<b>8.5%</b>	<b>0.6%</b>

**APPENDIX B-14**  
**PROFESSIONAL/NON FACULTY**

## UTILIZATION ANALYSIS WORKSHEET

### Two Factor Availability

College: **Eugenio Maria de Hostos Community College**

Semester/Year: **FALL, 2014**

<b>AFFIRMATIVE ACTION UNIT:</b>  ADMINISTRATION III		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b>  PROFESSIONAL/NON-FACULTY		<b>Job Titles:</b> Higher Education assistant (HEa) Assistant to Higher Education Officer (aHEO)				
<b>JOB GROUP:</b>  ADMINISTRATION III						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.70	40.2	18.7	5.7	6.9	5.7
2. % of Minorities/Females promotable, transferable, or trainable	0.30	20.9	18.0	3.8	9.2	4.8
<b>GROUP TOTAL NO.:</b> <u>85</u>						
No. Male: <u>25</u> No. Female: <u>60</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>60</u>	# <u>73</u>	# <u>4</u>	# <u>27</u>	# <u>42</u>
		% <u>70.6</u>	% <u>85.9</u>	% <u>4.7</u>	% <u>31.8</u>	% <u>49.4</u>
<b>OVERALL AVAILABILITY:</b>		% <u>61.1</u>	% <u>36.7</u>	% <u>9.5</u>	% <u>16.1</u>	% <u>10.5</u>
<b>UNDERUTILIZATION:</b>		% <u>NONE</u>	% <u>NONE</u>	% <u>4.8</u>	% <u>NONE</u>	% <u>NONE</u>
		# <u>0.0</u>	# <u>0.0</u>	# <u>4.1</u>	# <u>0.0</u>	# <u>0.0</u>
		UU <u>0</u>	UU <u>0</u>	UU <u>4</u>	UU <u>0</u>	UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FACTOR / SOURCE SHEET

**FALL, 2014**

**ADMINISTRATION III:**

Higher Education assistant (HEa)  
Assistant to Higher Education Officer (aHEO)

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	4STATES Earned Degrees Conferred (EDC) - Bachelors 2009-10* for Federal Protected Groups. 2007-2011 American Community Survey (ACS)	0.7
Factor 2	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2012.	0.3

\*Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.

<b>Factor 1:</b>	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	
			<u>Pac. Isl.</u>			
	57.4	26.7	8.1	9.8	8.1	
multiply by weight - <b>0.7</b>	<b>40.2</b>	<b>18.7</b>	<b>5.7</b>	<b>6.9</b>	<b>5.7</b>	
<b>Factor 2:</b>	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>TOTAL</u>
<b>College Asst.</b> (holding BA degree or higher in title only)	411	381	93	181	106	690
Gittlesons (holding BA degree or higher in title only)	317	244	40	141	60	354
	728	625	133	322	166	1,044
	69.7	59.9	12.7	30.8	15.9	
multiply by weight - <b>0.3</b>	<b>20.9</b>	<b>18.0</b>	<b>3.8</b>	<b>9.2</b>	<b>4.8</b>	
<b>OVERALL AVAILABILITY</b>	<b>61.1</b>	<b>36.7</b>	<b>9.5</b>	<b>16.1</b>	<b>10.5</b>	

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**APPENDIX B15 – B16**  
**SECRETARIAL/CLERICAL**

**UTILIZATION ANALYSIS WORKSHEET**

Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> CUNY ADMINISTRATIVE ASSISTANT		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Secretarial and Clerical		<b>Job Titles:</b> CUNY Administrative Assistants				
<b>JOB GROUP:</b> CUNY ADMINISTRATIVE ASSISTANT						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.						
2. % of Minorities/Females promotable, transferable, or trainable.	1.00	91.1	72.2	6.7	39.0	26.0
<b>GROUP TOTAL NO.:</b> <u>11</u> No. Male: <u>2</u> No. Female: <u>9</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>9</u> % <u>81.8</u>	# <u>10</u> % <u>90.9</u>	# <u>0</u> % <u>0.0</u>	# <u>7</u> % <u>63.6</u>	# <u>3</u> % <u>27.3</u>
<b>OVERALL AVAILABILITY:</b>		% <u>91.1</u>	% <u>72.2</u>	% <u>6.7</u>	% <u>39.0</u>	% <u>26.0</u>
<b>UNDERUTILIZATION:</b>		% <u>9.3</u> # <u>1.02</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>6.7</u> # <u>0.74</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



**CUNY ADMINISTRATIVE ASSISTANT**

Secretarial and Clerical

**CUNY ADMINISTRATIVE ASSISTANT**

CUNY Administrative Assistants

<u>SOURCE</u>		<u>WEIGHTING</u>
Factor 1:	N/A	0.0
Factor 2:	CUNY Survey Spring 2011 - Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles. The CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles with years of service requirement.	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>91.1</u>	<u>72.2</u>	<u>6.7</u>	<u>39.0</u>	<u>26.0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

AFFIRMATIVE ACTION UNIT: CUNY OFFICE/SECRETARIAL ASSISTANT:		Constituent Departments:				
EEO CATEGORY: Secretarial and Clerical		Job Titles: CUNY Office Assistant (all levels)				
JOB GROUP: CUNY OFFICE/SECRETARIAL ASSISTANT						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	89.9	26.5	3.7	11.6	9.8
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>47</u> No. Male: <u>3</u> No. Female: <u>44</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>44</u> % <u>93.6</u>	# <u>45</u> % <u>95.7</u>	# <u>1</u> % <u>2.1</u>	# <u>10</u> % <u>21.3</u>	# <u>34</u> % <u>72.3</u>
<b>OVERALL AVAILABILITY:</b>		% <u>89.9</u>	% <u>26.5</u>	% <u>3.7</u>	% <u>11.6</u>	% <u>9.8</u>
<b>UNDERUTILIZATION:</b>		% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>1.6</u> # <u>0.74</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**CUNY OFFICE/SECRETARIAL ASSISTANT**

Secretarial and Clerical

**CUNY OFFICE/SECRETARIAL ASSISTANT:**

CUNY Office Assistant (all levels)

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860).	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>89.9</u>	<u>26.5</u>	<u>3.7</u>	<u>11.6</u>	<u>9.8</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**APPENDIX B17 – B19**  
**TECHNICAL/PARAPROFESSIONAL**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
<b>UTILIZATION ANALYSIS WORKSHEET</b>																											
Two Factor Availability																											
NOTE: Please weight depending on the number of employees in fields.																		College:		Eugenio Maria de Hostos Community College							
																		Semester/Year:		FALL, 2014							
<b>AFFIRMATIVE ACTION UNIT:</b>												<b>Constituent Departments:</b>															
ADMINISTRATION IV												HEALTH SCIENCE				TECH.-BROADCASTING/COMM. BUS. MNGMNT./ SERV. OCC.											
<b>EEO CATEGORY:</b>												<b>Job Titles:</b>															
TECHNICAL / PARAPROFESSIONAL												COLLEGE LAB TECHNICIANS (CLTs) Senior College Lab Tech. College Lab Tech.															
<b>JOB GROUP:</b>																											
ADMINISTRATION IV																											
<b>FACTORS:</b>			<b>Weighting</b>			<b>Female</b>			<b>**Total Minority</b>			<b>Asian or Nat. Haw. or Other Pac. Isl.</b>			<b>Black or African American</b>			<b>Hispanic or Latino</b>									
1. % availability of Minorities/Females with requisite skills in immediate labor areas.			See Factors worksheet			45.6			29.1			7.6			9.2			10.9									
2. % of Minorities/Females promotable, transferable, or trainable.																											
<b>GROUP TOTAL NO.:</b> 15																											
No. Male: 8			No. Female: 7			<b>Female</b>			<b>**Total Minority</b>			<b>Asian or Nat. Haw. or Other Pac. Isl.</b>			<b>Black or African American</b>			<b>Hispanic or Latino</b>									
<b>CURRENT UTILIZATION:</b>						# 7			# 12			# 0			# 2			# 10									
						% 46.7			% 80.0			% 0.0			% 13.3			% 66.7									
<b>OVERALL AVAILABILITY:</b>						% 45.6			% 29.1			% 7.6			% 9.2			% 10.9									
<b>UNDERUTILIZATION:</b>						% NONE			% NONE			% 7.6			% NONE			% NONE									
						# 0.0			# 0.00			# 1.14			# 0.00			# 0.00									
						UU 0			UU 0			UU 1			UU 0			UU 0									
**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.																											

**FALL, 2014**

**ADMINISTRATION IV: College Laboratory Technician Series**

ADMINISTRATION IV: (titles listed below)

- Senior College Laboratory Technician (Sr. CLT)
- College Laboratory Technician (CLT)

Overall Availability Data for the following main areas/fields are provided in the TAB: "IA ADM 4 Factors AD F2014"

- a. \* ^^ Health Technologist & Technicians
- b. \* ^^ Engineering & Related Technologists & Technicians
- c. \* ^^ Science Technicians
- d. \* ^^ Computer Technicians
- e. \* ^^ Broadcasting Equipment / Communications Technicians
- f. \* ^^ Business & Management / Service Occupations

\* The overall availability data must be weighted by the number of employees in the area/field.

^^ Allocation of employees in the area/field are based on the type of work that is done. *Example: A CLT who sets up the lab for the Chemistry class would be allocated to the area of Science. A CLT setting up the VCRs or stage is allocated to the area of Broadcasting/Communications.*

This section requires numbers to be entered onto the cells which indicate "ENTER". If there are NO employees, please enter the number zero (0). The workforce numbers entered here will automatically be populated on the TAB: "IA ADM 4 UAW F2014" worksheet. Assessment of the type of work/area the CLT works in is required. (ex. CLT who sets up the audio visual equipment should be counted in Broadcasting/Communications; CLT who sets up the tools/cooking equipment in the kitchen for the culinary students should be counted in Business & Management/Serv. Occupations) Please input Workforce numbers (# of technicians in area/field) in cells H23,H24,H25,H26,H27,H28. In cells N29, Q29, T29, W29, Z29, and AC29 enter Workforce numbers by Gender and Ethnicity. Cells N29 and Q29 will be highlighted in RED if total does not equal cell H29

Dotted bordered cells require a number entry to compute % of technicians in area/field.

AREA/FIELD	# of technicians in area/field	TOTAL # of Technicians	% of technicians in area/field	Male	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
* ^^ Health	4	15	27%						
* ^^ Engineering	0	15	0%						
* ^^ Science	4	15	27%						
* ^^ Computers	0	15	0%						
* ^^ Broadcasting/Communications	3	15	20%						
* ^^ Bus. & Mngmnt / Serv. Occupations	4	15	27%						
<b>TOTAL Number of CLTs</b>	<b>15</b>			<b>8</b>	<b>7</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>10</b>

Dotted bordered cells require a number entry in order for the "Current Utilization" on the Tab-IA ADM 4 UAW F2014 to be calculated.

OVERALL AVAILABILITY: (from TAB - ADM 4 Factors AD F2010.)

	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
Health	59.3	31.2	7.3	14.8	7.4
Engineering	16.2	25.0	5.9	8.9	8.9
Science	45.4	27.9	10.6	7.1	7.8
Computers	22.8	36.4	22.4	7.1	5.5
Broadcasting/Communications	34.5	33.9	7.3	9.2	15.9
Bus. & Mngmnt / Serv. Occupations	38.5	23.7	4.5	5.5	13.2

This section computes the weighted Overall Availability (OA) for each area with the percentage of employees and totals the OA for all areas/fields. The information in the cells of the dotted bordered box will automatically be used for calculating the underutilization on IA ADM 4 UAW F2013 worksheet.

Weighted Overall Availability of the areas by % of employees	% of technicians in area/field	Female	**Total Minority	Asian or Nat. Haw. or Other Pac. Isl.	Black or African American	Hispanic or Latino
Health	27%	16.0	8.4	2.0	4.0	2.0
Engineering	0%	0.0	0.0	0.0	0.0	0.0
Science	27%	12.3	7.5	2.9	1.9	2.1
Computers	0%	0.0	0.0	0.0	0.0	0.0
Broadcasting/Communications	20%	6.9	6.8	1.5	1.8	3.2
Bus. & Mngmnt / Serv. Occupations	27%	10.4	6.4	1.2	1.5	3.6
<b>TOTAL OVERALL AVAILABILITY (OA)</b>		<b>45.6</b>	<b>29.1</b>	<b>7.6</b>	<b>9.2</b>	<b>10.9</b>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	U		
1	<b>FALL, 2014</b>																				
2	NOTE: The Overall Availability is used by weighting these Areas/Fields by the number of employees that the college has.																				
3	(Worksheet TAB ADM 4 Factors allows for computation of employees by entering the college workforce numbers and computes the TOTAL Overall Availability for Administration																				
4	<b>ADMINISTRATION IV:</b> College Lab Technicians (CLTs): Chief CLT, Senior CLT, and CLT																				
5																					
6	<b>FACTORS</b>																	<b>SOURCES</b>		<b>WEIGHT</b>	
7	Factor 1a:																	2007-2011 American Community Survey (ACS) - 4States (CT,NJ,NY,PA).		0.9	
8	Factor 1b:																	4STATES Earned Degrees Conferred (EDC) - Bachelors 2009-10* for gender and federal protected groups.		0.1	
9																					
10	Note: Use of US Dept of Education's Postsecondary Studies Division's Earned Degrees Conferred is updated biannually.																				
11	Due to formatting of cells, percentages are rounded up or down.																				
12																					
13	<b>HEALTH TECHNOLOGISTS &amp; TECHNICIANS</b>							FEMALE		**TOTAL MINORITY		Asian or Nat. Haw. or Other Pac. Isl.		Black or African American		Hispanic or Latino					
23	<b>Factors 1a and 1b Health Tech. &amp; Tech.</b>							59.3		31.2		7.3		14.8		7.4					
24																					
25	<b>ENGINEERING &amp; RELATED TECHNOLOGISTS &amp; TECHNICIANS</b>							FEMALE		**TOTAL MINORITY		Asian or Nat. Haw. or Other Pac. Isl.		Black or African American		Hispanic or Latino					
33	<b>Factors 1a and 1b Eng. &amp; Related Tech. &amp; Tech.</b>							16.2		25.0		5.9		8.9		8.9					
34																					
35	<b>SCIENCE TECHNICIANS</b>							FEMALE		**TOTAL MINORITY		Asian or Nat. Haw. or Other Pac. Isl.		Black or African American		Hispanic or Latino					
46	<b>Factors 1a and 1b Science Tech.</b>							45.4		27.9		10.6		7.1		7.8					
47																					
48	<b>COMPUTER TECHNICIANS</b>							FEMALE		**TOTAL MINORITY		Asian or Nat. Haw. or Other Pac. Isl.		Black or African American		Hispanic or Latino					
59	<b>Factors 1a and 1b Computer Tech.</b>							22.8		36.4		22.4		7.1		5.5					
60																					
61	<b>BROADCASTING EQUIPMENT / COMMUNICATIONS TECHNICIANS</b>							FEMALE		**TOTAL MINORITY		Asian or Nat. Haw. or Other Pac. Isl.		Black or African American		Hispanic or Latino					
71	<b>Factors 1a and 1b Broadcasting Equip./ Comm. Tech.</b>							34.5		33.9		7.3		9.2		15.9					
72																					
73	<b>BUSINESS &amp; MANAGEMENT SERVICE OCCUPATIONS</b>							FEMALE		**TOTAL MINORITY		Asian or Nat. Haw. or Other Pac. Isl.		Black or African American		Hispanic or Latino					
81	<b>Factors 1a and 1b Bus. &amp; Management &amp; Service Occ.</b>							38.5		23.7		4.5		5.5		13.2					
82																					
83	**Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.																				
84																					

**\*\*\* 17. OCCUPATION CLTs HEALTH TECHNOLOGISTS AND TECH. CLTs**

**Occupations by Federal Groups by Geography**

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	3535 Miscellaneous Health Technologists and Technicians	6,335	3,028	1,323	1,652	70	10,611
	3540 Other Healthcare Practitioners and Technical	2,257	1,037	718	295	69	4,824

**\*\* 11. OCCUPATION= ENGINEERS - TECHNICIANS.**

**Occupations by Federal Groups by Geography**

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1550 Engineering Technicians, Except Drafters	13,474	4,739	4,759	3,092	112	8,957

**\*\*\* 16. OCCUPATION CLTs BUSINESS & MANAGEMENT SERVICES AND CLTs SCIENCE TECHS.**

**Occupations by Federal Groups by Geography**

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1910 Biological Technicians	696	100	280	278	17	981
	1920 Chemical Technicians	2,964	870	614	1,318	0	3,955
	1965 Miscellaneous life, physical and social scienc	7,062	1,964	1,541	2,651	83	12,214

**\*\* 6. OCCUPATION= Computer Specialists.**

**Occupations by Federal Groups by Geography**

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1050 Computer Support Specialists	22,564	8,080	6,215	7,182	54	20,076
	1020 Software developers, applications and system	45,846	4,517	3,238	36,320	48	23,899
	1400 Computer Hardware Engineers	3,413	566	607	2,193	0	1,522

**\*\* 3. OCCUPATION= Broadcasting / Media Titles.**

**Occupations by Federal Groups by Geography**

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	2900 Broadcast and Sound Engineering Technicians	3,772	1,798	1,291	425	9	2,041
NY-NJ-CT-PA	2860 Miscellaneous Media and Communication Workers	5,622	651	3,158	1,585	0	6,974

**\*\*\* 16. OCCUPATION CLTs BUSINESS & MANAGEMENT SERVICES AND CLTs SCIENCE TECHS.**

**Occupations by Federal Groups by Geography**

Geography	Occupation	TOTAL MINORITY calculated	Black, nH	Latino- Hispanic	Asian / Haw. Pac. Isl.	Native American- Alaska Native	Females
NY-NJ-CT-PA	1900 Agricultural and Food Science Technicians	882	170	519	176	17	1,366



**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b>  COMPUTER SPECIALISTS		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b>  Technical/Paraprofessional		<b>Job Titles:</b>  IT Senior Associate IT Associate IT Assistant IT Support Assistant				
<b>JOB GROUP:</b>  COMPUTER SPECIALISTS						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	26.4	33.6	19.7	7.1	5.4
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>26</u> No. Male: <u>22</u> No. Female: <u>4</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>4</u> % <u>15.4</u>	# <u>23</u> % <u>88.5</u>	# <u>4</u> % <u>15.4</u>	# <u>2</u> % <u>7.7</u>	# <u>17</u> % <u>65.4</u>
<b>OVERALL AVAILABILITY:</b>		% <u>26.4</u>	% <u>33.6</u>	% <u>19.7</u>	% <u>7.1</u>	% <u>5.4</u>
<b>UNDERUTILIZATION:</b>		% <u>11.0</u> # <u>2.86</u> UU <u>3</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>4.3</u> # <u>1.12</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**COMPUTER SPECIALISTS**

Technical/Paraprofessional

**COMPUTER SPECIALIST:**

- IT Senior Associate
- IT Associate
- IT Assistant
- IT Support Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Computer Support Specialists (1050); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900).	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>26.4</u>	<u>33.6</u>	<u>19.7</u>	<u>7.1</u>	<u>5.4</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**

**Two Factor Availability**

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> ACCOUNTANTS - ACCOUNTANT ASSISTANT		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Technical/Paraprofessional		<b>Job Titles:</b> Finance Accountant Assistant Assistant Purchasing Agent				
<b>JOB GROUP:</b> Finance Accountant Assistant						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	50.8	26.7	11.8	7.8	5.9
2. % of Minorities/Females promotable, transferable, or trainable.						
<b>GROUP TOTAL NO.:</b> <u>6</u> No. Male: <u>1</u> No. Female: <u>5</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>	# <u>5</u> % <u>83.3</u>	# <u>5</u> % <u>83.3</u>	# <u>1</u> % <u>16.7</u>	# <u>2</u> % <u>33.3</u>	# <u>3</u> % <u>50.0</u>	
<b>OVERALL AVAILABILITY:</b>	% <u>50.8</u>	% <u>26.7</u>	% <u>11.8</u>	% <u>7.8</u>	% <u>5.9</u>	
<b>UNDERUTILIZATION:</b>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FALL, 2014

**ACCOUNTANTS - ACCOUNTANT ASSISTANT**

Technical/Paraprofessional

**ACCOUNTANT:**

**ACCOUNTING ASSISTANT:**

Finance Accountant Assistant  
Assistant Purchasing Agent

<u>SOURCE</u>					<u>WEIGHTING</u>
Factor 1:	2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "Accountants and Auditors (code 800) and Purchasing Managers (150)				1.0
	<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
	50.8	26.7	11.8	7.8	5.9

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**APPENDIX B-20**  
**SKILLED CRAFTS**

**UTILIZATION ANALYSIS WORKSHEET**

Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> SKILLED TRADES/CRAFTS		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Skilled Crafts		<b>Job Titles:</b> Carpenter                      Maintenance Worker              Stationary Engineer Laborer                              Oiler Electrician                              Painter Electrician Helper                      Plumber High Pressure Plant Tender              Plumber Helper Locksmith                              Thermostat Repairer				
<b>JOB GROUP:</b> SKILLED TRADES/CRAFTS						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	2.5	29.7	2.6	7.0	18.7
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>27</u>	<b>If Group Total is 4 or less, then Job Group is too small to analyze</b>					
No. Male: <u>27</u> No. Female: <u>0</u>		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>	# <u>0</u> % <u>0.0</u>	# <u>10</u> % <u>37.0</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>11.1</u>	# <u>6</u> % <u>22.2</u>	
<b>OVERALL AVAILABILITY:</b>	% <u>2.5</u>	% <u>29.7</u>	% <u>2.6</u>	% <u>7.0</u>	% <u>18.7</u>	
<b>UNDERUTILIZATION:</b>	% <u>2.5</u> # <u>0.68</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.6</u> # <u>0.70</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	

\* ONE AMERICAN INDIAN IN THIS JOB GROUP

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**SKILLED TRADES/CRAFTS**

Skilled Crafts

**SKILLED TRADES/CRAFTS:**

Carpenter	Maintenance Worker	Stationary Engineer
Laborer	Oiler	
Electrician	Painter	
Electrician Helper	Plumber	
High Pressure Plant Tender	Plumber Helper	
Locksmith	Thermostat Repairer	

**SOURCE**

Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - 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), "Plasters and Stucco Mason" (6460), "Construction Laborers" (6260), "Maintenance and Repairer Workers, General" (7340), and "Maintenance Workers, Machinery" (7350).

**WEIGHTING**

1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>2.5</u>	<u>29.7</u>	<u>2.6</u>	<u>7.0</u>	<u>18.7</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**APPENDIX B-21 – B-24**  
**SERVICE/MAINTENANCE**



**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

College: <b>Eugenio Maria de Hostos Community College</b>
Semester/Year: <b>Fall, 2014</b>

<b>AFFIRMATIVE ACTION UNIT:</b> CAMPUS PUBLIC SAFETY SERGEANT		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Service/Maintenance		<b>Job Titles:</b> Campus Public Safety Sergeant Campus Security Specialist				
<b>JOB GROUP:</b> CAMPUS PUBLIC SAFETY SERGEANT						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.						
2. % of Minorities/Females promotable, transferable, or trainable	1.00	23.7	87.6	7.4	55.8	24.1
<b>GROUP TOTAL NO.:</b> <u>8</u>						
No. Male: <u>6</u> No. Female: <u>2</u>		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>2</u>	# <u>8</u>	# <u>0</u>	# <u>4</u>	# <u>4</u>
		% <u>25.0</u>	% <u>100.0</u>	% <u>0.0</u>	% <u>50.0</u>	% <u>50.0</u>
<b>OVERALL AVAILABILITY:</b>		% <u>23.7</u>	% <u>87.6</u>	% <u>7.4</u>	% <u>55.8</u>	% <u>24.1</u>
<b>UNDERUTILIZATION:</b>		% <u>NONE</u>	% <u>NONE</u>	% <u>7.4</u>	% <u>5.8</u>	% <u>NONE</u>
		# <u>0.00</u>	# <u>0.00</u>	# <u>0.59</u>	# <u>0.46</u>	# <u>0.00</u>
		UU <u>0</u>	UU <u>0</u>	UU <u>1</u>	UU <u>1</u>	UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

Fall, 2014

**CAMPUS PUBLIC SAFETY SERGEANT**  
formerly - Campus Peace/Security Officer Level 3  
Service/Maintenance

**CAMPUS PUBLIC SAFETY SERGEANT**      Campus Public Safety Sergeant  
Campus Security Specialist

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N/A	0.0
Factor 2: CUNY Permanent Campus Peace Officer Level 1 and 2	1.0

Factor 2: CUNY Survey Spring 2011 - Permanent Campus Peace Officer Level 1 and 2s with years of service requirement.

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>23.7</u>	<u>87.6</u>	<u>7.4</u>	<u>55.8</u>	<u>24.1</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More R

**UTILIZATION ANALYSIS WORKSHEET**

Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> CAMPUS PEACE/SECURITY OFFICER LEVEL 1		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Service/Maintenance		<b>Job Titles:</b> Campus Peace/Security Officer Level 1 Campus Security Assistant				
<b>JOB GROUP:</b> CAMPUS PEACE/SECURITY OFFICER LEVEL 1						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	28.4	66.7	7.1	28.1	29.3
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>31</u> No. Male: <u>23</u> No. Female: <u>8</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>8</u> % <u>25.8</u>	# <u>30</u> % <u>96.8</u>	# <u>2</u> % <u>6.5</u>	# <u>12</u> % <u>38.7</u>	# <u>15</u> % <u>48.4</u>
<b>OVERALL AVAILABILITY:</b>		% <u>28.4</u>	% <u>66.7</u>	% <u>7.1</u>	% <u>28.1</u>	% <u>29.3</u>
<b>UNDERUTILIZATION:</b>		% <u>2.6</u> # <u>0.80</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>0.6</u> # <u>0.20</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\* ONE AMERICAN INDIAN IN THIS JOB GROUP.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**CAMPUS PEACE/SECURITY OFFICER LEVEL 1**  
Service/Maintenance

**CAMPUS PEACE/  
SECURITY OFFICER LEVEL 1:**

Campus Peace/Security Officer Level 1  
Campus Security Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>28.4</u>	<u>66.7</u>	<u>7.1</u>	<u>28.1</u>	<u>29.3</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

### UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> CUSTODIAL SUPERVISORY		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Service/Maintenance		<b>Job Titles:</b> Custodial Principal Supervisor Custodial Assistant Principal Supervisor Custodial Senior Supervisor Custodial Supervisor				
<b>JOB GROUP:</b> CUSTODIAL SUPERVISORY						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	29.0	40.0	2.4	13.8	22.1
2. % of Minorities/Females promotable, transferable, or trainable.						
<b>GROUP TOTAL NO.:</b> <u>5</u> No. Male: <u>4</u> No. Female: <u>1</u>						
		<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>1</u> % <u>20.0</u>	# <u>5</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>40.0</u>	# <u>3</u> % <u>60.0</u>
<b>OVERALL AVAILABILITY:</b>		% <u>29.0</u>	% <u>40.0</u>	% <u>2.4</u>	% <u>13.8</u>	% <u>22.1</u>
<b>UNDERUTILIZATION:</b>		% <u>9.0</u> # <u>0.45</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.4</u> # <u>0.12</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**CUSTODIAL SUPERVISORY**

Service/Maintenance

**CUSTODIAL SUPERVISORY:**

- Custodial Principal Supervisor
- Custodial Assistant Principal Supervisor
- Custodial Senior Supervisor
- Custodial Supervisor

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>29.0</u>	<u>40.0</u>	<u>2.4</u>	<u>13.8</u>	<u>22.1</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**

Two Factor Availability

College:	<b>Eugenio Maria de Hostos Community College</b>
Semester/Year:	FALL, 2014

<b>AFFIRMATIVE ACTION UNIT:</b> CUSTODIAL ASSISTANT		<b>Constituent Departments:</b>				
<b>EEO CATEGORY:</b> Service/Maintenance		<b>Job Titles:</b> Custodial Assistant				
<b>JOB GROUP:</b> CUSTODIAL ASSISTANT						
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	27.3	48.9	2.8	15.6	28.8
2. % of Minorities/Females promotable, transferable, or trainable						
<b>GROUP TOTAL NO.:</b> <u>31</u> No. Male: <u>24</u> No. Female: <u>7</u>						
		<b>Females</b>	<b>** Total Minority</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>
<b>CURRENT UTILIZATION:</b>		# <u>7</u> % <u>22.6</u>	# <u>30</u> % <u>96.8</u>	# <u>0</u> % <u>0.0</u>	# <u>10</u> % <u>32.3</u>	# <u>20</u> % <u>64.5</u>
<b>OVERALL AVAILABILITY:</b>		% <u>27.3</u>	% <u>48.9</u>	% <u>2.8</u>	% <u>15.6</u>	% <u>28.8</u>
<b>UNDERUTILIZATION:</b>		% <u>4.7</u> # <u>1.46</u> UU <u>2</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.8</u> # <u>0.87</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.

FALL, 2014

**CUSTODIAL ASSISTANT**

Service/Maintenance

**CUSTODIAL ASSISTANT:**

Custodial Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2007 - 2011 U.S. Census- American Community Survey (ACS) - NY, NJ, CT, PA - "Janitors and Building Cleaners" (4220)	1.0

<u>Female</u>	<u>** Total Minority</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
<u>27.3</u>	<u>48.9</u>	<u>2.8</u>	<u>15.6</u>	<u>28.8</u>

\*\*Total Minority includes Asian or Nat. Haw. or Other Pac. Isl., Am. Ind./Al. Natives, Black or African American, Hispanic or Latino, and Two or More Races.



**APPENDIX C-C1**

**COMPARING INCUMBENCY TO AVAILABILTY**

**AND ANNUAL PLACEMENT GOALS**

2014 Results of Utilization Analysis and Annual Placement Goals

\*Note - If the AAU / Job Group has UU for a specific protected minority group, indicate the ethnic category and number in parenthesis.

TM=Total Minority; B=Black; H=Hispanic; API=Asian or Nat. Haw. or Other Pac. Isl. - Enter as many lines as needed or delete lines as unwanted. ( ) = number of person(s) needed to eliminate under-utilization.

Affirmative Action Units (within EEO6 Category)	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal for Females % (#)	Female New Hires (# of Total)	Female Promotions (# of Total)	Female Opportunity (# of Total)	% of Female Opportunity	Goal Achieved - Female (Yes or No)	Total Minority Incumbency %	Total Minority Availability %	Establish Goal? Yes/No	If Yes, Goal for Total Minorities* TM % (#) and indicate if there is UU in a specific group % (#)	Total Minority New Hires (# of Total)	Total Minority Promotions (# of Total)	Total Minority Opportunity (# of Total)	% of Minority Opportunity	Goal Achieved - Minority (Yes or No)
<b>1. EXECUTIVE / ADMINISTRATIVE / MANAGERIAL</b>																		
<b>2. FACULTY-ALL Profesorial , Instructor and Lecturer</b>																		
					11 of 19	3 of 8	14 of 27	51.9%	NO					16 of 19	4 of 8	20 of 27	74.1%	YES
<b>2A. FACULTY: PROFESSORIAL</b>					9 of 14	3 of 8	12 of 22	54.5%	NO					11 of 14	4 of 8	15 of 22	68.2%	YES
Education	77.2%	67.8%	NO	NO	1 of 1	0 of 0	1 of 1	100.0%	NA	22.2%	28.5%	YES	TM: 28.5% (1) B: 12.5% (2) API: 4.3% (1)	1 of 1	0 of 0	1 of 1	100.0%	YES
English	65.0%	59.2%	NO	NO	1 of 2	1 of 1	2 of 3	66.6%	NA	10.0%	13.9%	YES	TM: 13.9% (1) B: 4.9% (1)	1 of 2	0 of 1	1 of 3	33.3%	YES
Visual/Performing Arts	28.6%	51.6%	YES	51.6% (2)	0 of 0	0 of 1	0 of 1	0.00%	NO	14.3%	19.8%	NO	A/PI: 10.1% (1)	0 of 0	0 of 1	0 of 1	0.00%	NA
Foreign Languages	0.0%	60.3%	YES	60.3% (3)	1 of 1	0 of 0	1 of 1	100.0%	YES	60.0%	22.7%	NO		1 of 1	0 of 0	1 of 1	100.0%	NA
Health Professions	72.0%	75.0%	YES	75% (1)	3 of 3	1 of 1	4 of 4	100.0%	YES	52.0%	21.9%	NO		3 of 3	1 of 1	4 of 4	100.0%	NA
Physical Sciences	0.0%	34.0%	YES	34% (2)	0 of 1	0 of 3	0 of 4	0.00%	NO	100.0%	16.9%	NO		1 of 1	3 of 3	4 of 4	100.0%	NA
Social Sciences	36.4%	50.0%	YES	50% (2)	1 of 2	0 of 0	1 of 2	50.0%	YES	45.5%	21.9%	NO	API: 7.7% (1)	1 of 2	0 of 0	1 of 2	50.0%	NA
Library	62.5%	75.9%	YES	75.9% (1)	2 of 2	0 of 0	2 of 2	100.0%	YES	50.0%	18.2%	NO		2 of 2	0 of 0	2 of 2	100.0%	NA
<b>2B. FACULTY: INSTRUCTOR</b>																		
<b>2C. FACULTY: LECTURER</b>																		
<b>3. PROFESSIONAL / NON FACULTY</b>																		
<b>4. SECRETARIAL / CLERICAL</b>																		
					3 of 5	1 of 1	4 of 6	66.7%	NO					5 of 5	1 of 1	6 of 6	100.0%	NA
CUNY Administrative Assistant	81.8%	93.2%	YES	93.2% (1)	0 of 0	0 of 0	0 of 0	0.00%	NO	90.9%	68.3%	NO	API: 5.8% (1)	0 of 0	0 of 0	0 of 0	0.00%	NA
<b>5. TECHNICAL / PARAPROFESSIONAL</b>																		
					1 of 2	3 of 5	4 of 7	57.1%	YES					1 of 2	5 of 5	6 of 7	85.7%	NA
Computer Specialists	15.4%	29.6%	YES	29.6% (4)	0 of 1	0 of 0	0 of 1	0.00%	NO	88.5%	36.3%	NO	API: 4.5% (1)	0 of 1	0 of 0	0 of 1	0.00%	NA
<b>6. SKILLED CRAFTS</b>																		
					0 of 3	0 of 0	0 of 3	0.00%	NO					0 of 3	0 of 0	0 of 3	0.0%	NA
Skilled Trades	0.0%	2.7%	YES	2.7% (1)	0 of 3	0 of 0	0 of 3	0.00%	NO	38.5%	36.2%	NO	API: 3.6% (1)	0 of 3	0 of 0	0 of 3	0.0%	NA
<b>7. SERVICE MAINTENANCE</b>																		
					7 of 25	0 of 1	7 of 26	26.9%	NO					24 of 25	1 of 1	25 of 26	96.2%	NA
Custodial Assistants	14.7%	23.1%	YES	23.1% (3)	5 of 10	0 of 0	5 of 10	50.0%	YES	100.0%	63.2%	NO	API: 2.5% (1)	9 of 10	0 of 0	9 of 10	90.0%	NA
Custodial Supervisory	16.7%	28.6%	YES	28.6% (1)	0 of 3	0 of 0	0 of 3	0.00%	NO	100.0%	59.3%	NO	B: 18.8% (1)	3 of 3	0 of 0	3 of 3	100.0%	NA

## 2014 Comparing Incumbency to Availability and Annual Placement Goals

**Source Data: Fall 2014 Affirmative Action Plan (AAP) Utilization Analysis Worksheet (UAWs)**

**\*Note - If the AAU / Job Group has UU for a specific protected minority group, indicate the ethnic category and number in parenthesis.**

**TM=Total Minority; B=Black; H=Hispanic; API=Asian or Nat. Haw. or Other Pac. Isl.**

Enter as many lines as needed or delete lines as unwanted.

Affirmative Action Units (within EEO6 Category)	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal for Females % (#)	Total Minority Incumbency %	Total Minority Availability %	Establish Goal? Yes/No	If Yes, Goal for Total Minorities* TM % (#) and indicate if there is UU in a specific group % (#)
<b>1. EXECUTIVE/ADMINISTRATIVE/MANAGERIAL</b>								
<b>2A. FACULTY: PROFESSORIAL</b>								
Fine/Applied Arts/Media	28.6%	51.6%	YES	51.6% (2)	14.3%	19.8%	NO	A/PI 10.1% (1)
Foreign Languages	16.7%	60.3%	YES	60.3% (3)	66.7%	22.7%	NO	
Health Professions	70.4%	75.0%	YES	75% (1)	51.9%	21.9%	NO	
Physical Sciences	0.0%	34.0%	YES	34% (2)	100.0%	16.9%	NO	
Social Sciences	38.5%	50.0%	YES	50% (2)	46.2%	21.9%	NO	A/PI 7.7% (1)
<b>2B. FACULTY: INSTRUCTOR</b>								
<b>2C. FACULTY: LECTURER</b>								
English	50.0%	68.5%	YES	68.5% (1)	66.7%	21.0%	NO	
<b>3. PROFESSIONAL/NON FACULTY</b>								
<b>4. SECRETARIAL/CLERICAL</b>								
CUNY Administrative Assistant	81.8%	91.1%	YES	91.1% (1)	90.9%	72.2%	NO	A/PI 6.7% (1)
<b>5. TECHNICAL/PARA PROFESSIONAL</b>								
Computer Specialists	15.4%	26.4%	YES	26.4% (3)	88.5%	33.6%	NO	A/PI 19.7% (1)
<b>6. SKILLED CRAFTS</b>								
Skilled Crafts	0.0%	2.5%	YES	2.5% (1)	37.0%	29.7%	NO	A/PI 2.6% (1)
<b>7. SERVICE MAINTENANCE</b>								
Campus Peace Officer lvl 1	25.8%	28.4%	YES	28.4% (1)	96.8%	66.7%	NO	
Custodial Assistant	22.6%	27.3%	YES	27.3% (2)	96.8%	48.9%	NO	A/PI 2.8% (1)
Custodial Supervisory	20.0%	29.0%	YES	29% (1)	100.0%	40.0%	NO	

**APPENDIX D – D5**

**HISTORICAL UNDERUTILIZATION/PROGRESS REPORT**

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION  
FALL, 2010 - 2014

This form is to be used if there have been NO changes in the Affirmative Action Unit or Constituent Departments from 2010 to 2014

AAU: ADMINISTRATION 1			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
			#	#	uu	#	#	uu	#	uu	#	uu	
JOB GROUP:	ADMINISTRATION 1	2010	16	9	0	12	0	1	1	9	0	2	0
Constituent Dept.	PRESIDENT, SEN. VP, VP, ASST. VP, ADMINISTRATOR,	2011	17	11	0	14	0	2	0	10	0	2	0
	ASSOC. DEAN, ASSOC ADMINISTRATOR, ASST. DEAN,	2012	17	11	0	14	0	2	0	10	0	2	0
	ASST. ADMINISTRATOR	2013	19	11	0	15	0	3	0	11	0	1	1
		2014	17	9	0	13	0	2	0	10	0	1	0

AAU: ADMINISTRATION 2			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
			#	#	uu	#	#	uu	#	uu	#	uu	
JOB GROUP:	ADMINISTRATION 2	2010	54	27	1	35	0	10	0	20	0	5	0
Constituent Dept.	HIGHER EDUCATION OFFICER (HEO)	2011	48	29	0	36	0	10	0	21	0	5	0
	HIGHER EDUCATION ASSOCIATE (HEA)	2012	51	34	0	42	0	13	0	23	0	6	0
		2013	68	36	0	44	0	12	0	26	0	6	0
		2014	63	40	0	50	0	13	0	31	0	6	1

AAU: ADMINISTRATION 3			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
			#	#	uu	#	#	uu	#	uu	#	uu	
JOB GROUP:	ADMINISTRATION 3	2010	54	34	0	44	0	11	0	30	0	3	2
Constituent Dept.	HIGHER EDUCATION ASSISTANT (Hea)	2011	48	30	0	40	0	10	0	27	0	3	2
	ASST. TO HEO (Aheo)	2012	51	31	1	43	0	13	0	27	0	3	2
		2013	68	46	0	55	0	20	0	32	0	3	4
		2014	85	60	0	73	0	27	0	42	0	4	4

AAU: ADMINISTRATION IV			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
			#	#	uu	#	#	uu	#	uu	#	uu	
JOB GROUP:	ADMINISTRATION IV	2010	15	6	0	12	0	2	0	10	0	0	3
Constituent Dept.	SEN. COLLEGE LABORATORY TECHNICIAN	2011	13	5	0	11	0	2	0	9	0	0	2
	COLLEGE LABORATORY TECHNICIAN	2012	13	5	0	11	0	2	0	9	0	0	2
		2013	14	6	0	11	0	2	0	9	0	0	3
		2014	15	7	0	12	0	2	0	10	0	0	1

AAU: ACCOUNTANTS - ACCOUNTANT ASSISTANT			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
			#	#	uu	#	#	uu	#	uu	#	uu	
JOB GROUP:	FINANCE ACCOUNTANT ASSISTANT	2010											
Constituent Dept.	FINANCE ACCOUNTANT ASSISTANT	2011											
	ASSISTANT PURCHASING AGENT	2012											
		2013	8	7	0	8	0	2	0	5	0	1	0
		2014	6	5	0	5	0	2	0	3	0	1	0

AAU: CAMPUS PEACE/SECURITY OFFICER LVL 1			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
			#	#	uu	#	#	uu	#	uu	#	uu	
JOB GROUP:	CAMPUS PEACE/SECURITY OFFICER LVL 1	2010	27	6	0	23	0	12	0	9	0	2	0
Constituent Dept.	CAMPUS PEACE/SECURITY OFFICER LVL 1	2011	23	5	1	20	0	12	0	6	0	2	0
	CAMPUS SECURITY ASSISTANT	2012	32	10	0	29	0	17	0	10	0	2	0
		2013	29	7	0	26	0	15	0	9	0	2	0
		2014	31	8	1	30	0	12	0	15	0	2	0

# = Total number of individuals within unit AAU = Affirmative Action Unit  
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 JOB GROUP = Professorial; Non-Professorial-Instructor; Non-Professorial-Lecturer; Administration Groups; and Classified Groups

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AAU: <u>CAMPUS PUBLIC SAFETY SERGEANT</u>			<u>TOTAL</u>	<u>WOMEN</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN/</u>
			<u>#</u>	<u># uu</u>	<u>MINORITY</u>	<u># uu</u>	<u># uu</u>	<u>PAC.ISL.</u>
					<u># uu</u>			<u># uu</u>
JOB GROUP:	<u>CAMPUS PUBLIC SAFETY SERGEANT</u>	2010	7	2 0	7 0	4 0	3 0	0 1
Constituent Dept.	<u>CAMPUS PUBLIC SAFETY SERGEANT</u>	2011	8	2 0	8 0	4 1	4 0	0 1
	<u>CAMPUS SECURITY SPECIALIST</u>	2012	7	2 0	7 0	4 0	3 0	0 1
		2013	7	2 0	7 0	4 0	3 0	0 1
		2014	8	2 0	8 0	4 1	4 0	0 1

AAU: <u>COMPUTER SPECIALISTS</u>			<u>TOTAL</u>	<u>WOMEN</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN/</u>
			<u>#</u>	<u># uu</u>	<u>MINORITY</u>	<u># uu</u>	<u># uu</u>	<u>PAC.ISL.</u>
					<u># uu</u>			<u># uu</u>
JOB GROUP:	<u>COMPUTER SPECIALISTS</u>	2010	23	5 2	20 0	2 0	14 0	4 1
Constituent Dept.	<u>IT SEN. ASSOCIATE, IT ASSOCIATE, IT ASSISTANT,</u>	2011	24	5 2	21 0	2 0	15 0	4 1
	<u>IT SUPPORT ASSISTANT</u>	2012	24	4 3	21 0	1 1	16 0	4 1
		2013	26	4 4	23 0	2 0	17 0	4 1
		2014	26	4 3	23 0	2 0	17 0	4 1

AAU: <u>CUSTODIAL ASSISTANT</u>			<u>TOTAL</u>	<u>WOMEN</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN/</u>
			<u>#</u>	<u># uu</u>	<u>MINORITY</u>	<u># uu</u>	<u># uu</u>	<u>PAC.ISL.</u>
					<u># uu</u>			<u># uu</u>
JOB GROUP:	<u>CUSTODIAL ASSISTANT</u>	2010	38	8 1	38 0	14 0	24 0	0 1
Constituent Dept.		2011	37	8 1	37 0	13 0	24 0	0 1
		2012	37	8 1	37 0	13 0	24 0	0 1
		2013	34	5 3	34 0	13 0	21 0	0 1
		2014	31	7 2	30 0	10 0	20 0	0 1

AAU: <u>CUSTODIAL SUPERVISORY</u>			<u>TOTAL</u>	<u>WOMEN</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN/</u>
			<u>#</u>	<u># uu</u>	<u>MINORITY</u>	<u># uu</u>	<u># uu</u>	<u>PAC.ISL.</u>
					<u># uu</u>			<u># uu</u>
JOB GROUP:	<u>CUSTODIAL SUPERVISORY</u>	2010	6	1 1	6 0	0 1	6 0	0 0
Constituent Dept.	<u>CUSTODIAL PRINCIPAL SUPERVISOR</u>	2011	6	1 1	6 0	0 1	6 0	0 0
	<u>CUSTODIAL ASST. PRINCIPAL SUPERVISOR</u>	2012	6	1 1	6 0	0 1	6 0	0 0
	<u>CUSTODIAL SEN. SUPERVISOR</u>	2013	6	1 1	6 0	0 1	6 0	0 0
	<u>CUSTODIAL SUPERVISOR</u>	2014	5	1 1	5 0	2 0	3 0	0 0

AAU: <u>CUNY OFFICE/SECRETARIAL ASSISTANT</u>			<u>TOTAL</u>	<u>WOMEN</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN/</u>
			<u>#</u>	<u># uu</u>	<u>MINORITY</u>	<u># uu</u>	<u># uu</u>	<u>PAC.ISL.</u>
					<u># uu</u>			<u># uu</u>
JOB GROUP:	<u>CUNY OFFICE/SECRETARIAL ASSISTANT</u>	2010	51	48 0	50 0	15 0	34 0	1 1
Constituent Dept.	<u>CUNY OFFICE/SECRETARIAL ASSISTANT ALL LVLS.</u>	2011	49	46 0	48 0	14 0	33 0	1 1
		2012	50	47 0	49 0	13 0	35 0	1 1
		2013	47	45 0	45 0	10 0	34 0	1 1
		2014	47	44 0	45 0	10 0	34 0	1 1

AAU: <u>CUNY ADMINISTRATIVE ASSISTANT</u>			<u>TOTAL</u>	<u>WOMEN</u>	<u>TOTAL</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN/</u>
			<u>#</u>	<u># uu</u>	<u>MINORITY</u>	<u># uu</u>	<u># uu</u>	<u>PAC.ISL.</u>
					<u># uu</u>			<u># uu</u>
JOB GROUP:	<u>CUNY ADMINISTRATIVE ASSISTANT</u>	2010	12	9 2	11 0	8 0	3 0	0 1
Constituent Dept.	<u>CUNY ADMINISTRATIVE ASSISTANT LVLS.</u>	2011	12	9 2	11 0	8 0	3 0	0 1
		2012	11	8 2	10 0	7 0	3 0	0 1
		2013	11	9 1	10 0	7 0	3 0	0 1
		2014	11	9 1	10 0	7 0	3 0	0 1

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AAU: SKILLED TRADES/CRAFTS			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
JOB GROUP: SKILLED TRADES/CRAFTS			#	#	uu	#	#	uu	#	uu	#	uu	
2010		2010	27	0	1	8	2	3	0	5	1	0	1
Constituent Dept. CARPENTER, LABORER, ELECTRICIAN,		2011	25	0	1	7	2	3	0	4	1	0	1
ELECTRICIAN HELPER, HIGH PRESSURE PLANT TENDER,		2012	26	0	1	9	0	3	0	5	0	0	1
LOCKSMITH, MAINTENANCE WORKER, OILER, PAINTER,		2013	26	0	1	10	0	3	0	6	0	0	1
PLUMBER, PLUMBER HELPER,		2014	27	0	1	10	0	3	0	6	0	0	1
THERMOSTAT REPAIRER, STATIONARY ENGINEER													

AAU: AGRICULTURAL & LIFE SCIENCE			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
JOB GROUP: PROFESSORIAL			#	#	uu	#	#	uu	#	uu	#	uu	
2010		2010	5	3	0	1	0	0	0	1	0	0	1
Constituent Dept. NATURAL SCIENCES-BIOLOGY		2011	6	3	0	1	0	0	0	1	0	0	1
		2012	9	5	0	3	0	1	0	2	0	0	1
		2013	9	5	0	3	0	1	0	2	0	0	1
		2014	9	5	0	3	0	1	0	2	0	0	1

AAU: FINE, APPLIED ARTS, & MEDIA			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
JOB GROUP: PROFESSORIAL			#	#	uu	#	#	uu	#	uu	#	uu	
2010		2010	5	1	1	1	0	0	0	1	0	0	0
Constituent Dept. HUMANITIES- VISUAL & PERFORMING ARTS		2011	5	1	1	1	0	0	0	1	0	0	0
		2012	6	2	1	1	0	0	0	1	0	0	1
		2013	7	2	2	1	0	0	0	1	0	0	1
		2014	7	2	2	1	0	0	0	1	0	0	1

AAU: FOREIGN LANGUAGES			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
JOB GROUP: PROFESSORIAL			#	#	uu	#	#	uu	#	uu	#	uu	
2010		2010	6	2	2	4	0	0	0	4	0	0	0
Constituent Dept. HUMANITIES- MODERN LANGUAGES		2011	6	2	2	4	0	0	0	4	0	0	0
		2012	5	1	2	4	0	0	0	4	0	0	0
		2013	5	0	3	3	0	0	0	3	0	0	0
		2014	6	1	3	4	0	0	0	4	0	0	0

AAU: LIBRARY			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
JOB GROUP: PROFESSORIAL & NON PROFESSORIAL			#	#	uu	#	#	uu	#	uu	#	uu	
2010		2010	7	5	0	4	0	1	0	2	0	1	0
Constituent Dept. LIBRARY		2011	7	5	0	4	0	1	0	2	0	1	0
		2012	8	5	1	4	0	1	0	2	0	1	0
		2013	8	5	1	4	0	1	0	2	0	1	0
		2014	9	7	0	6	0	2	0	2	0	2	0

AAU: PHYSICAL SCIENCES			TOTAL	WOMEN		TOTAL	BLACK		HISPANIC		ASIAN/ PAC.ISL.		
JOB GROUP: PROFESSORIAL			#	#	uu	#	#	uu	#	uu	#	uu	
2010		2010	5	0	2	5	0	0	0	3	0	2	0
Constituent Dept. NATURAL SCIENCES- PHYSICAL SCIENCES		2011	5	0	2	5	0	0	0	3	0	2	0
		2012	5	0	2	5	0	0	0	3	0	2	0
		2013	5	0	2	5	0	0	0	3	0	2	0
		2014	6	0	2	6	0	0	0	3	0	3	0

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AAU: EDUCATION			TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.
JOB GROUP: NON PROFESSORIAL-LECTURER		2010	#	# uu	# uu	# uu	# uu	# uu
Constituent Dept.	LANGUAGE & COGNITION-ENGLISH AS A SECOND	2011	10	8 0	8 0	1 0	7 0	0 0
	LANGUAGE, COLLEGE DISCOVERY, COUNSELING	2012	8	7 0	6 0	1 0	5 0	0 0
	CENTER	2013	7	6 0	5 0	0 0	5 0	0 0
		2014	7	6 0	5 0	0 0	5 0	0 0

AAU:			TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.
JOB GROUP:		2010	#	# uu	# uu	# uu	# uu	# uu
Constituent Dept.		2011						
		2012						
		2013						
		2014						

AAU:			TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.
JOB GROUP:		2010	#	# uu	# uu	# uu	# uu	# uu
Constituent Dept.		2011						
		2012						
		2013						
		2014						

AAU:			TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.
JOB GROUP:		2010	#	# uu	# uu	# uu	# uu	# uu
Constituent Dept.		2011						
		2012						
		2013						
		2014						

AAU:			TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.
JOB GROUP:		2010	#	# uu	# uu	# uu	# uu	# uu
Constituent Dept.		2011						
		2012						
		2013						
		2014						

AAU:			TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.
JOB GROUP:		2010	#	# uu	# uu	# uu	# uu	# uu
Constituent Dept.		2011						
		2012						
		2013						
		2014						

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AFFIRMATIVE ACTION UNIT (AAU):

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2010	2011	2012	2013	2014
<b>AAU:</b> MATH & COMP SCI. JOB GROUP: PROFESSORIAL Constituent Dept. MATHEMATICS (list depts.) DATA PROCESSING  #    UU TOTAL 17    [ ] WOMEN 7    0 TOTAL MINORITY 10    0 BLACK 1    0 HISPANIC 3    0 ASIAN/PAC.ISL 6    0	<b>AAU:</b> MATH & COMP SCI. JOB GROUP: PROFESSORIAL Constituent Dept. MATHEMATICS (list depts.) COMPUTER INFORMATION SYSTEMS & TECHNOLOGY (WAS IN BUSINESS AAU IN 2010)  #    UU TOTAL 21    [ ] WOMEN 9    0 TOTAL MINORITY 13    0 BLACK 2    0 HISPANIC 4    0 ASIAN/PAC.ISL 7    0	<b>AAU:</b> MATH & COMP SCI. JOB GROUP: PROFESSORIAL Constituent Dept. MATHEMATICS (list depts.) BUSINESS-COMP SCI  #    UU TOTAL 20    [ ] WOMEN 9    0 TOTAL MINORITY 12    0 BLACK 2    0 HISPANIC 3    0 ASIAN/PAC.ISL 7    0	<b>AAU:</b> MATH & COMP SCI. JOB GROUP: PROFESSORIAL Constituent Dept. MATHEMATICS (list depts.) BUSINESS- COMP SCI  #    UU TOTAL 21    [ ] WOMEN 10    0 TOTAL MINORITY 13    0 BLACK 2    0 HISPANIC 5    0 ASIAN/PAC.ISL 6    0	<b>AAU:</b> MATH & COMP SCI. JOB GROUP: PROFESSORIAL Constituent Dept. MATHEMATICS (list depts.) BUSINESS- COMP SCI  #    UU TOTAL 19    [ ] WOMEN 9    0 TOTAL MINORITY 11    0 BLACK 3    0 HISPANIC 4    0 ASIAN/PAC.ISL 4    0
<b>AAU:</b> PUBLIC ADMIN & SOCIAL SERVICE JOB GROUP: PROFESSORIAL Constituent Dept. BEHAVIORAL SCI (list depts.) PUBLIC ADMIN SOCIAL SCIENCE  #    UU TOTAL 12    [ ] WOMEN 4    4 TOTAL MINORITY 6    0 BLACK 1    1 HISPANIC 5    0 ASIAN/PAC.ISL 0    1	<b>AAU:</b> SOCIAL SERVICES JOB GROUP: PROFESSORIAL Constituent Dept. BEHAVIORAL SCI* (list depts.) SOCIAL SCIENCE* (WAS IN PUBLIC ADMIN AAU IN 2010)  #    UU TOTAL 9    [ ] WOMEN 3    2 TOTAL MINORITY 4    0 BLACK 1    0 HISPANIC 3    0 ASIAN/PAC.ISL 0    1	<b>AAU:</b> SOCIAL SCIENCE JOB GROUP: PROFESSORIAL Constituent Dept. BEHAVIORAL SCI (list depts.) SOCIAL SCIENCE  #    UU TOTAL 9    [ ] WOMEN 3    2 TOTAL MINORITY 4    0 BLACK 1    0 HISPANIC 3    0 ASIAN/PAC.ISL 0    1	<b>AAU:</b> SOCIAL SCIENCE JOB GROUP: PROFESSORIAL Constituent Dept. BEHAVIORAL SCI (list depts.) SOCIAL SCIENCE  #    UU TOTAL 11    [ ] WOMEN 4    2 TOTAL MINORITY 5    0 BLACK 2    0 HISPANIC 3    0 ASIAN/PAC.ISL 0    2	<b>AAU:</b> SOCIAL SCIENCE JOB GROUP: PROFESSORIAL Constituent Dept. BEHAVIORAL SCI (list depts.) SOCIAL SCIENCE  #    UU TOTAL 13    [ ] WOMEN 5    2 TOTAL MINORITY 6    0 BLACK 3    0 HISPANIC 3    0 ASIAN/PAC.ISL 0    1
<b>AAU:</b> JOB GROUP: Constituent Dept. (list depts.)  #    UU TOTAL WOMEN TOTAL MINORITY BLACK HISPANIC ASIAN/PAC.ISL	<b>AAU:</b> ENGLISH JOB GROUP: PROFESSORIAL Constituent Dept. ENGLISH (list depts.) IN 2010, LANG & COGN/ ENGLISH AS A SECOND LANG, WAS IN ENGLISH AAU. IN 2011, IT IS IN EDUCATION AAU.  #    UU TOTAL 21    [ ] WOMEN 12    1 TOTAL MINORITY 4    0 BLACK 1    0 HISPANIC 2    0 ASIAN/PAC.ISL 1    0	<b>AAU:</b> ENGLISH JOB GROUP: PROFESSORIAL Constituent Dept. ENGLISH (list depts.)  #    UU TOTAL 19    [ ] WOMEN 11    1 TOTAL MINORITY 4    0 BLACK 1    0 HISPANIC 2    0 ASIAN/PAC.ISL 1    0	<b>AAU:</b> ENGLISH JOB GROUP: PROFESSORIAL Constituent Dept. ENGLISH (list depts.)  #    UU TOTAL 20    [ ] WOMEN 13    0 TOTAL MINORITY 2    1 BLACK 0    1 HISPANIC 1    0 ASIAN/PAC.ISL 1    0	<b>AAU:</b> ENGLISH JOB GROUP: PROFESSORIAL Constituent Dept. ENGLISH (list depts.)  #    UU TOTAL 20    [ ] WOMEN 12    0 TOTAL MINORITY 3    0 BLACK 0    1 HISPANIC 1    0 ASIAN/PAC.ISL 2    0
<b>AAU:</b> JOB GROUP: Constituent Dept. (list depts.)  #    UU TOTAL WOMEN TOTAL MINORITY BLACK HISPANIC ASIAN/PAC.ISL	<b>AAU:</b> EDUCATION JOB GROUP: PROFESSORIAL Constituent Dept. TEACHER ED (EARLY CHILDHOOD ED) (list depts.) LANG & COGN. -ENGLISH AS A SECOND LANG. (ESL WAS IN ENGLISH AAU IN 2010)  #    UU TOTAL 16    [ ] WOMEN 12    0 TOTAL MINORITY 4    1 BLACK 1    2 HISPANIC 3    0 ASIAN/PAC.ISL 0    1	<b>AAU:</b> EDUCATION JOB GROUP: PROFESSORIAL Constituent Dept. TEACHER ED (list depts.) LANG & COGN.-ESL  #    UU TOTAL 17    [ ] WOMEN 12    0 TOTAL MINORITY 4    1 BLACK 1    2 HISPANIC 3    0 ASIAN/PAC.ISL 0    1	<b>AAU:</b> EDUCATION JOB GROUP: PROFESSORIAL Constituent Dept. TEACHER ED (list depts.) LANG & COGN.-ESL  #    UU TOTAL 18    [ ] WOMEN 13    0 TOTAL MINORITY 4    1 BLACK 1    2 HISPANIC 3    0 ASIAN/PAC.ISL 0    1	<b>AAU:</b> EDUCATION JOB GROUP: PROFESSORIAL Constituent Dept. TEACHER ED (list depts.) LIBRARY (DEPT HEAD IS ALSO LIBRARY FACULTY)  #    UU TOTAL 18    [ ] WOMEN 14    0 TOTAL MINORITY 5    0 BLACK 2    1 HISPANIC 3    0 ASIAN/PAC.ISL 0    1

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 UU = Underutilization  
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PROGRESS REPORT - HISTORICAL UNDERUTILIZATION  
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AFFIRMATIVE ACTION UNIT (AAU):

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2010		2011		2012		2013		2014	
<b>AAU:</b>		<b>AAU:</b> HEALTH PROFESSIONS		<b>AAU:</b> HEALTH PROFESSIONS		<b>AAU:</b> HEALTH PROFESSIONS		<b>AAU:</b> HEALTH PROFESSIONS	
JOB GROUP:		JOB GROUP:	PROFESSORIAL	JOB GROUP:	PROFESSORIAL	JOB GROUP:	PROFESSORIAL	JOB GROUP:	PROFESSORIAL
Constituent Dept.		Constituent Dept.	DENTAL HYGIENE, NURSING, X-RAY TECH, GERONTOLOGY* HEALTH ED* (* WAS IN EDUCATION AAU IN 2010)	Constituent Dept.	DENTAL HYGIENE, HEALTH ED, NURSING, X-RAY TECH.	Constituent Dept.	DENTAL HYGIENE, HEALTH ED, NURSING, X-RAY TECH.	Constituent Dept.	DENTAL HYGIENE, HEALTH ED, NURSING, X-RAY TECH.
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL	23	TOTAL	24	TOTAL	25	TOTAL	27
WOMEN		WOMEN	15	WOMEN	17	WOMEN	18	WOMEN	19
TOTAL MINORITY		TOTAL MINORITY	12	TOTAL MINORITY	13	TOTAL MINORITY	13	TOTAL MINORITY	14
BLACK		BLACK	4	BLACK	4	BLACK	4	BLACK	4
HISPANIC		HISPANIC	5	HISPANIC	6	HISPANIC	6	HISPANIC	7
ASIAN/PAC.ISL.		ASIAN/PAC.ISL.	3	ASIAN/PAC.ISL.	3	ASIAN/PAC.ISL.	3	ASIAN/PAC.ISL.	3
<b>AAU:</b> ENGLISH		<b>AAU:</b> ENGLISH		<b>AAU:</b> ENGLISH		<b>AAU:</b> ENGLISH		<b>AAU:</b> ENGLISH	
JOB GROUP:	NON PROFESSORIAL- LECTURER	JOB GROUP:	NON PROFESSORIAL- LECTURER	JOB GROUP:	NON PROFESSORIAL- LECTURER	JOB GROUP:	NON PROFESSORIAL- LECTURER	JOB GROUP:	NON PROFESSORIAL- LECTURER
Constituent Dept.	ENGLISH, LANG & COGN -ESL	Constituent Dept.	ENGLISH (LANG & COGN -ESL WAS MOVED TO EDUCATION- LECTURER AAU IN 2011)	Constituent Dept.	ENGLISH	Constituent Dept.	ENGLISH	Constituent Dept.	ENGLISH
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL	11	TOTAL	5	TOTAL	5	TOTAL	5	TOTAL	6
WOMEN	9	WOMEN	3	WOMEN	3	WOMEN	3	WOMEN	3
TOTAL MINORITY	7	TOTAL MINORITY	3	TOTAL MINORITY	3	TOTAL MINORITY	3	TOTAL MINORITY	4
BLACK	3	BLACK	3	BLACK	3	BLACK	3	BLACK	3
HISPANIC	4	HISPANIC	0	HISPANIC	0	HISPANIC	0	HISPANIC	1
ASIAN/PAC.ISL.	0	ASIAN/PAC.ISL.	0	ASIAN/PAC.ISL.	0	ASIAN/PAC.ISL.	0	ASIAN/PAC.ISL.	0
<b>AAU:</b>		<b>AAU:</b>		<b>AAU:</b>		<b>AAU:</b>		<b>AAU:</b>	
JOB GROUP:		JOB GROUP:		JOB GROUP:		JOB GROUP:		JOB GROUP:	
Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.	
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
WOMEN		WOMEN		WOMEN		WOMEN		WOMEN	
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	
BLACK		BLACK		BLACK		BLACK		BLACK	
HISPANIC		HISPANIC		HISPANIC		HISPANIC		HISPANIC	
ASIAN/PAC.ISL.		ASIAN/PAC.ISL.		ASIAN/PAC.ISL.		ASIAN/PAC.ISL.		ASIAN/PAC.ISL.	
<b>AAU:</b>		<b>AAU:</b>		<b>AAU:</b>		<b>AAU:</b>		<b>AAU:</b>	
JOB GROUP:		JOB GROUP:		JOB GROUP:		JOB GROUP:		JOB GROUP:	
Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.	
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
WOMEN		WOMEN		WOMEN		WOMEN		WOMEN	
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	
BLACK		BLACK		BLACK		BLACK		BLACK	
HISPANIC		HISPANIC		HISPANIC		HISPANIC		HISPANIC	
ASIAN/PAC.ISL.		ASIAN/PAC.ISL.		ASIAN/PAC.ISL.		ASIAN/PAC.ISL.		ASIAN/PAC.ISL.	

# = Total number of individuals within unit  
 UU = Underutilization  
 AAU = Affirmative Action Unit  
 Constituent Departments = List all Departments in AAU.  
 JOB GROUP = Professorial; Non-Professorial-Instructor; Non-Professorial-Lecturer; Administration Groups; and Classified Groups

**APPENDIX E – E1**  
**PERSONNEL ACTIVITY TABLE/APPLICANT DATA-RECRUITMENT**  
**DOCUMENTATION**

2014 PERSONNEL ACTIVITY TABLE (page 1 of 2)

COLLEGE: **Eugenio Maria de Hostos Community College**

Period Covered: **7 / 1 / 13 to 6 / 30 / 14**

	TOTAL****			BLACK OR AFRICAN AM.		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER. IND./ALASK. NAT.		TOTAL MINORITY***			WHITE (including Ital. Am.)		UNKNOWN*		TOTAL NON-MINORITY**		
	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
<b>EXEC/ADMIN/MANAGERIAL</b>																					
New Hires	7	6	13	1	1	1	3	0	1	0	0	2	5	7	5	1	0	0	5	1	6
Terminations	8	4	12	1	1	3	0	0	0	0	0	4	1	5	4	3	0	0	4	3	7
Upgrades	1	3	4	0	0	1	2	0	0	0	0	1	2	3	0	1	0	0	0	1	1
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>FACULTY</b>																					
New Hires	8	11	19	2	3	3	4	1	3	0	0	6	10	16	2	1	0	0	2	1	3
Terminations	4	6	10	0	1	2	2	1	1	0	0	3	4	7	1	2	0	0	1	2	3
Upgrades	5	3	8	0	1	2	0	1	0	0	0	3	1	4	2	2	0	0	2	2	4
Transfers	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
<b>PROFESSIONAL/NON-FACULTY</b>																					
New Hires	6	19	25	2	6	1	12	1	0	0	0	4	18	22	2	1	0	0	2	1	3
Terminations	2	6	8	0	1	0	3	0	0	0	0	0	4	4	2	2	0	0	2	2	4
Upgrades	0	2	2	0	0	0	2	0	0	0	0	0	2	2	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SECRETARIAL/CLERICAL</b>																					
New Hires	2	3	5	1	1	1	2	0	0	0	0	2	3	5	0	0	0	0	0	0	0
Terminations	1	5	6	0	2	1	3	0	0	0	0	1	5	6	0	0	0	0	0	0	0
Upgrades	0	1	1	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Transfers	0	3	3	0	1	0	2	0	0	0	0	0	3	3	0	0	0	0	0	0	0
<b>TECHNICAL/PARAPROFESSIONAL</b>																					
New Hires	1	1	2	0	0	0	1	0	0	0	0	0	1	1	1	0	0	0	1	0	1
Terminations	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1
Upgrades	2	3	5	1	0	1	3	0	0	0	0	2	3	5	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SKILLED TRADES</b>																					
New Hires	3	0	3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	0	3
Terminations	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0	2
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SERVICE MAINTENANCE</b>																					
New Hires	18	7	25	5	1	11	6	0	0	1	0	17	7	24	1	0	0	0	1	0	1
Terminations	21	4	25	8	2	12	1	0	0	0	0	20	3	23	1	1	0	0	1	1	2
Upgrades	1	0	1	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>																					
New Hires	45	47	92	11	12	17	28	2	4	1	0	31	44	75	14	3	0	0	14	3	17
Terminations	39	25	64	9	7	18	9	1	1	0	0	28	17	45	11	8	0	0	11	8	19
Upgrades	9	12	21	1	1	4	8	2	0	0	0	7	9	16	2	3	0	0	2	3	5
Transfers	1	3	4	0	1	0	2	0	0	0	0	0	3	3	1	0	0	0	1	0	1

REMINDER:

\*Unknowns are subtracted from all totals.  
 \*\*Total Non-Minority is equal to White including Italian American.

\*\*\*Total Minority is the sum of Black or African Am., Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander and American Indian/Alaska Native.  
 \*\*\*\*TOTAL is the sum of Total Minority and Total Non-Minority.

2014 APPLICANT DATA - RECRUITMENT DOCUMENTATION (page 2 of 2)

COLLEGE: **Eugenio Maria de Hostos Community College**

Period Covered: **7/1/13 to 6/30/14**

	TOTAL****			BLACK OR AFRICAN AM.		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER. IND./ALASK. NAT.		TOTAL MINORITY***			WHITE (including Ital. Am.)		UNKNOWN*		TOTAL NON-MINORITY**		
	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
<b>EXEC./ADMIN./MANAGERIAL</b>																					
Applicants	416	414	830	149	147	86	101	27	30	4	1	266	279	545	150	135	172	52	150	135	285
Interviews	28	17	45	7	5	10	7	0	2	0	0	17	14	31	11	3	10	3	11	3	14
Offers	7	6	13	1	1	1	3	0	1	0	0	2	5	7	5	1	0	0	5	1	6
TOTAL WORKFORCE FROM EEO6	36	49	85	8	8	16	27	3	4	0	0	27	39	66	9	10	0	0	9	10	19
<b>FACULTY</b>																					
Applicants	480	365	845	129	95	107	72	72	44	4	2	312	213	525	168	152	94	26	168	152	320
Interviews	30	32	62	8	5	10	9	4	3	0	0	22	17	39	8	15	3	4	8	15	23
Offers	10	12	22	2	3	3	5	2	3	0	0	7	11	18	3	1	0	0	3	1	4
TOTAL WORKFORCE FROM EEO6	81	90	171	8	15	24	26	7	8	0	0	39	49	88	42	41	0	0	42	41	83
<b>PROFESSIONAL/NON-FACULTY</b>																					
Applicants	918	1613	2531	332	625	305	513	90	131	1	12	728	1281	2009	190	332	355	73	190	332	522
Interviews	55	80	135	15	27	20	35	5	3	0	0	40	65	105	15	15	14	5	15	15	30
Offers	7	21	28	2	6	1	13	1	1	0	0	4	20	24	3	1	0	0	3	1	4
TOTAL WORKFORCE FROM EEO6	25	62	87	7	20	10	34	3	1	0	0	20	55	75	5	7	0	0	5	7	12
<b>SECRETARIAL/CLERICAL</b>																					
Applicants	6	14	20	3	7	1	5	0	1	0	0	4	13	17	2	1	17	1	2	1	3
Interviews	2	3	5	1	1	1	2	0	0	0	0	2	3	5	0	0	16	0	0	0	0
Offers	2	3	5	1	1	1	2	0	0	0	0	2	3	5	0	0	0	0	0	0	0
TOTAL WORKFORCE FROM EEO6	7	53	60	3	14	4	35	0	1	0	0	7	50	57	0	3	0	0	0	3	3
<b>TECHNICAL/PARAPROFESSIONAL</b>																					
Applicants	206	56	262	82	18	49	13	32	15	2	1	165	47	212	41	9	51	3	41	9	50
Interviews	8	3	11	4	2	0	1	2	0	0	0	6	3	9	2	0	0	1	2	0	2
Offers	1	1	2	0	0	0	1	0	0	0	0	0	1	1	1	0	0	0	1	0	1
TOTAL WORKFORCE FROM EEO6	33	20	53	6	3	20	13	4	1	0	0	30	17	47	3	3	0	0	3	3	6
<b>SKILLED TRADES</b>																					
Applicants	10	0	10	3	0	0	0	0	0	0	0	3	0	3	7	0	1	0	7	0	7
Interviews	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	2	0	2
Offers	3	0	3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	0	3
TOTAL WORKFORCE FROM EEO6	27	0	27	3	0	6	0	0	0	1	0	10	0	10	17	0	0	0	17	0	17
<b>SERVICE/MAINTENANCE</b>																					
Applicants	896	186	1082	439	98	340	69	32	8	9	4	820	179	999	76	7	123	9	76	7	83
Interviews	36	9	45	9	2	24	7	1	0	1	0	35	9	44	1	0	11	0	1	0	1
Offers	19	7	26	5	1	12	6	0	0	1	0	18	7	25	1	0	3	0	1	0	1
TOTAL WORKFORCE FROM EEO6	60	19	79	24	6	31	13	2	0	1	0	58	19	77	2	0	0	0	2	0	2
<b>TOTAL</b>																					
Applicants	2932	2648	5580	1137	990	888	773	253	229	20	20	2298	2012	4310	634	636	813	164	634	636	1270
Interviews	161	144	305	44	42	65	61	12	8	1	0	122	111	233	39	33	55	13	39	33	72
Offers	49	50	99	11	12	18	30	3	5	1	0	33	47	80	16	3	3	0	16	3	19
TOTAL WORKFORCE FROM EEO6	269	293	562	59	66	111	148	19	15	2	0	191	229	420	78	64	0	0	78	64	142

REMINDER:

\*Unknowns are subtracted from all totals.  
 \*\*Total Non-Minority is equal to White including Italian American.

\*\*\*Total Minority is the sum of Black or African Am., Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander and American Indian/Alaska Native.  
 \*\*\*\*TOTAL is the sum of Total Minority and Total Non-Minority.

**APPENDIX F – F5**  
**IMPACT RATIO ANALYSIS**

# IMPACT ANALYSIS WORKSHEETS

COLLEGE NAME:

**Eugenio Maria de Hostos Community College**  
**FEMALES AND MINORITIES**

## HIRES ANALYSIS

Eugenio Maria de Hostos Community College

**PART A**

October 28, 2014

#	JOB AREAS/ CATEGORY	MINORITY HIRES						FEMALE HIRES						PERCENTAGE OF HIRES			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min hires	% of min hires	% of male hires	% of female hires
		APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES				
	<b>TOTAL</b>	<b>1270</b>	<b>17</b>	<b>4310</b>	<b>75</b>	<b>5580</b>	<b>92</b>	<b>2932</b>	<b>45</b>	<b>2648</b>	<b>47</b>	<b>5580</b>	<b>92</b>	<b>1.3%</b>	<b>1.7%</b>	<b>1.5%</b>	<b>1.8%</b>
1	Exec./Adm./Mngri.	285	6	545	7	830	13	416	7	414	6	830	13	2.1%	1.3%	1.7%	1.4%
2	Faculty	320	3	525	16	845	19	480	8	365	11	845	19	0.9%	3.0%	1.7%	3.0%
3	Professional/Non-Fac.	522	3	2009	22	2531	25	918	6	1613	19	2531	25	0.6%	1.1%	0.7%	1.2%
4	Secretarial/Clerical	3	0	17	5	20	5	6	2	14	3	20	5	0.0%	29.4%	33.3%	21.4%
5	Techn./Paraprofessional	50	1	212	1	262	2	206	1	56	1	262	2	2.0%	0.5%	0.5%	1.8%
6	Skilled Trades	7	3	3	0	10	3	10	3	0	0	10	3	42.9%	0.0%	30.0%	0.0%
7	Service/Maintenance	83	1	999	24	1082	25	896	18	186	7	1082	25	1.2%	2.4%	2.0%	3.8%
	<b>TOTAL</b>	<b>1270</b>	<b>17</b>	<b>4310</b>	<b>75</b>	<b>5580</b>	<b>92</b>	<b>2932</b>	<b>45</b>	<b>2648</b>	<b>47</b>	<b>5580</b>	<b>92</b>	<b>1%</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>

APPENDIX F

### IRA WORKSHEET FOR NON-MIN VS MIN % OF HIRES

October 28, 2014

#	JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				*IRA LESS THAN 0.8 AND DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST								
		A	B	C	D			E	F	G	H		I	J	K	L	M	N	O	P	Q
1	Exec./Adm./Mngri.	MINORITY	1.3%	NON-MIN	2.1%	0.61	1.6%	8	7	1	0.90	*	N/A								
2	Faculty	NON-MIN	0.9%	MINORITY	3.0%																
3	Professional/Non-Fac.	NON-MIN	0.6%	MINORITY	1.1%																
4	Secretarial/Clerical	NON-MIN	0.0%	MINORITY	29.4%																
5	Techn./Paraprofessional	MINORITY	0.5%	NON-MIN	2.0%	0.24	0.8%	1	1	0	1.12		N/A								
6	Skilled Trades	MINORITY	0.0%	NON-MIN	42.9%	0.00	30.0%	0	0	0	1.36		0.2917	7	3	3	0	NO SIGNIF. DIFF.			
7	Service/Maintenance	NON-MIN	1.2%	MINORITY	2.4%																
	<b>TOTAL</b>							<b>9</b>	<b>8</b>	<b>1</b>											

### IRA WORKSHEET FOR MALE VS FEMALE % OF HIRES

October 28, 2014

#	JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				*IRA LESS THAN 0.8 AND DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER'S TEST								
		A	B	C	D			E	F	G	H		I	J	K	L	M	N	O	P	Q
1	Exec./Adm./Mngri.	FEMALE	1.4%	MALE	1.7%	0.86															
2	Faculty	MALE	1.7%	FEMALE	3.0%																
3	Professional/Non-Fac.	MALE	0.7%	FEMALE	1.2%																
4	Secretarial/Clerical	FEMALE	21.4%	MALE	33.3%	0.64	25.0%	3	3	0	0.56		0.4835	6	2	14	3	NO SIGNIF. DIFF.			
5	Techn./Paraprofessional	MALE	0.5%	FEMALE	1.8%																
6	Skilled Trades	FEMALE	0.0%	MALE	30.0%	0.00	30.0%	0	0	0	N/A							NO FEMALE			
7	Service/Maintenance	MALE	2.0%	FEMALE	3.8%																
	<b>TOTAL:</b>							<b>3</b>	<b>3</b>	<b>0</b>											

PROMOTION ANALYSIS

Eugenio Maria de Hostos Community College

PART B

October 28, 2014

APPENDIX F-1

#	JOB AREAS/ CATEGORY	MINORITY						FEMALE						PERCENTAGE OF PROMOTION			
		PROMOTION						PROMOTION						% of non-min PROMOTED	% of min promoted	% OF MEN promoted	% OF FEMALE promoted
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL					
		INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED				
	<b>TOTAL</b>	<b>142</b>	<b>5</b>	<b>420</b>	<b>16</b>	<b>562</b>	<b>21</b>	<b>269</b>	<b>9</b>	<b>293</b>	<b>12</b>	<b>562</b>	<b>21</b>	<b>4%</b>	<b>4%</b>	<b>3%</b>	<b>4%</b>
1	Exec./Adm./Mngl.	19	1	66	3	85	4	36	1	49	3	85	4	5%	5%	3%	6%
2	Faculty	83	4	88	4	171	8	81	5	90	3	171	8	5%	5%	6%	3%
3	Professional/Non-Fac.	12	0	75	2	87	2	25	0	62	2	87	2	0%	3%	0%	3%
4	Secretarial/Clerical	3	0	57	1	60	1	7	0	53	1	60	1	0%	2%	0%	2%
5	Techn./Paraprofessional	6	0	47	5	53	5	33	2	20	3	53	5	0%	11%	6%	15%
6	Skilled Trades	17	0	10	0	27	0	27	0	0	0	27	0	0%	0%	0%	0%
7	Service/Maintenance	2	0	77	1	79	1	60	1	19	0	79	1	0%	1%	2%	0%
	<b>TOTAL</b>	<b>142</b>	<b>5</b>	<b>420</b>	<b>16</b>	<b>562</b>	<b>21</b>	<b>269</b>	<b>9</b>	<b>293</b>	<b>12</b>	<b>562</b>	<b>21</b>	<b>4%</b>	<b>4%</b>	<b>3%</b>	<b>4%</b>

IRA WORKSHEET FOR NON-MIN VS MIN % OF PROMOTION

October 28, 2014

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				IRA LESS THAN 0.8 AND DIF >=1 PERSON		FISHER TEST							
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL	DIF	STD DEV	* IRA LESS THAN 0.8 AND STD DEV >=2	FISHER'S VALUE	NON-MIN INCUM	NON-MIN PRMT	MIN INCUM	MIN PRMT	FISHER TEST RESULT NOTE	
		A	B			C	D												E
1	Exec./Adm./Mngl.	MINORITY	4.55%	NON-MIN	5.26%	<b>0.86</b>													
2	Faculty	MINORITY	4.55%	NON-MIN	4.82%	<b>0.94</b>													
3	Professional/Non-Fac.	NON-MIN	0.00%	MINORITY	2.67%														
4	Secretarial/Clerical	NON-MIN	0.00%	MINORITY	1.75%														
5	Techn./Paraprofessional	NON-MIN	0.00%	MINORITY	10.64%														
6	Skilled Trades	N/A		N/A															
7	Service/Maintenance	NON-MIN	0.00%	MINORITY	1.30%														
	<b>TOTAL</b>						<b>0</b>	<b>0</b>	<b>0</b>										

IRA WORKSHEET FOR MALE VS FEMALE % OF PROMOTION

October 28, 2014

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				IRA LESS THAN 0.8 AND DIF >=1 PERSON		FISHER TEST							
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL	DIF	STD DEV	* IRA LESS THAN 0.8 AND STD DEV >=2	FISHER'S VALUE	male incum	male prmt	female incum	female prmt	FISHER TEST RESULT NOTE	
		A	B			C	D												E
1	Exec./Adm./Mngl.	MALE	2.8%	FEMALE	6.1%														
2	Faculty	FEMALE	3.3%	MALE	6.2%	<b>0.540</b>	<b>4.7%</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0.88</b>	*		<b>N/A</b>					
3	Professional/Non-Fac.	MALE	0.0%	FEMALE	3.2%														
4	Secretarial/Clerical	MALE	0.0%	FEMALE	1.9%														
5	Techn./Paraprofessional	MALE	6.1%	FEMALE	15.0%														
6	Skilled Trades	N/A		N/A															
7	Service/Maintenance	FEMALE	0.0%	MALE	1.7%	<b>0.000</b>	<b>1.3%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.57</b>			<b>N/A</b>					
	<b>TOTAL</b>							<b>4</b>	<b>3</b>	<b>1</b>									



**TERMINATION ANALYSIS**

Eugenio Maria de Hostos Community College

**PART C**

October 28, 2014

APPENDIX F-2

#	JOB AREAS/ CATEGORY	MINORITY TERMINATION						FEMALE TERMINATION						PERCENTAGE OF TERMINATION			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min TERMINATED	% of min TERMINATED	% OF MEN TERMINATED	% OF FEMALE TERMINATED
		INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED				
	<b>TOTAL</b>	<b>142</b>	<b>19</b>	<b>420</b>	<b>45</b>	<b>562</b>	<b>64</b>	<b>269</b>	<b>39</b>	<b>293</b>	<b>25</b>	<b>562</b>	<b>64</b>	<b>13%</b>	<b>11%</b>	<b>14%</b>	<b>9%</b>
1	Exec./Adm./Mngri.	19	7	66	5	85	12	36	8	49	4	85	12	37%	8%	22%	8%
2	Faculty	83	3	88	7	171	10	81	4	90	6	171	10	4%	8%	5%	7%
3	Professional/Non-Fac.	12	4	75	4	87	8	25	2	62	6	87	8	33%	5%	8%	10%
4	Secretarial/Clerical	3	0	57	6	60	6	7	1	53	5	60	6	0%	11%	14%	9%
5	Techn./Paraprofessional	6	1	47	0	53	1	33	1	20	0	53	1	17%	0%	3%	0%
6	Skilled Trades	17	2	10	0	27	2	27	2	0	0	27	2	12%	0%	7%	0%
7	Service/Maintenance	2	2	77	23	79	25	60	21	19	4	79	25	100%	30%	35%	21%
	<b>TOTAL</b>	<b>142</b>	<b>19</b>	<b>420</b>	<b>45</b>	<b>562</b>	<b>64</b>	<b>269</b>	<b>39</b>	<b>293</b>	<b>25</b>	<b>562</b>	<b>64</b>	<b>13%</b>	<b>11%</b>	<b>14%</b>	<b>9%</b>

**IRA WORKSHEET FOR NON-MIN VS MIN % OF TERMINATION**

October 28, 2014

#	JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				*IRA LESS THAN 0.8 AND DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE	
		EXPECT	ACTL	DIF	STD DEV			FISHER'S VALUE	min incumb	min terminated	non-min incumb		non-min terminated						
		F	G	H	I			J	K	L	M		N	O	P				
1	Exec./Adm./Mngri.	NON-MIN	36.8%	MINORITY	7.6%														
2	Faculty	MINORITY	8.0%	NON-MIN	3.6%	0.454	5.8%	5	7	2	1.21	*	N/A						
3	Professional/Non-Fac.	NON-MIN	33.3%	MINORITY	5.3%														
4	Secretarial/Clerical	MINORITY	10.5%	NON-MIN	0.0%	0.000	10.0%	5	6	1	0.59	*	0.7248	57	6	3	0	NO SIGNIF. DIFF.	
5	Techn./Paraprofessional	NON-MIN	16.7%	MINORITY	0.0%														
6	Skilled Trades	NON-MIN	11.8%	MINORITY	0.0%														
7	Service/Maintenance	NON-MIN	100.0%	MINORITY	29.9%														
	<b>TOTAL</b>							<b>10</b>	<b>13</b>	<b>3</b>									

**IRA WORKSHEET FOR MALE VS FEMALE % OF TERMINATION**

October 28, 2014

#	JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				*IRA LESS THAN 0.8 AND DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE	
		EXPECT	ACTL	DIF	STD DEV			FISHER'S VALUE	female incumb	female terminated	male incumb		male terminated						
		F	G	H	I			J	K	L	M		N	O	P				
1	Exec./Adm./Mngri.	MALE	22.2%	FEMALE	8.2%														
2	Faculty	FEMALE	6.7%	MALE	4.9%	0.741	5.8%	5	6	1	0.481	*	N/A						
3	Professional/Non-Fac.	FEMALE	9.7%	MALE	8.0%	0.827													
4	Secretarial/Clerical	MALE	14.3%	FEMALE	9.4%														
5	Techn./Paraprofessional	MALE	3.0%	FEMALE	0.0%														
6	Skilled Trades	MALE	7.4%	FEMALE	0.0%														
7	Service/Maintenance	MALE	35.0%	FEMALE	21.1%														
	<b>TOTAL</b>							<b>5</b>	<b>6</b>	<b>1</b>									

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	7	3	3	0

---- VS ----

*This is the FISHER'S value*      **0.2917**

**Not show significant difference**

Fisher's Test- NON-MIN VS MIN % OF HIRES- Skilled Trades

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt	<p>---- VS ----</p>
	6	2	14	3	

<p><i>This is the FISHER'S value</i></p>	<p><b>0.4835</b></p>	<p><b>Not show significant difference</b></p>
--	----------------------	---

Fisher's Test- MALE VS FEMALE % OF HIRES- Secretarial/Clerical

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt
	57	6	3	0

---- VS ----

*This is the FISHER'S value*      **0.7248**

**Not show significant difference**

Fisher's Test- NON-MIN VS MIN % OF TERMINATION- Secretarial/Clerical

**APPENDIX G – G5**  
**TENURE ELIGIBILITY SURVEY**

## TENURE ELIGIBILITY SURVEY

**COLLEGE:** Eugenio Maria de Hostos Community College
**COLLEGE TOTALS:** 7

 Eligible for Tenure, Effective: September 1, 2013

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.	(2)	(2)								(1)		(1)					
Assistant Prof.	3 (2)	3 (2)		(1)						(1)						1	
Lecturer (CCE)	1		1				1										
CLT's	1	1								1							
<b>TOTAL</b>	<b>7 (4)</b>	<b>6 (4)</b>	<b>1</b>	<b>(1)</b>			<b>1</b>			<b>3 (2)</b>		<b>(1)</b>				<b>1</b>	

 Number Recommended for Tenure, Effective: September 1, 2013

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.	(2)	(2)								(1)		(1)					
Assistant Prof.	2 (1)	2 (1)		(1)												1	
Lecturer (CCE)	1		1				1										
CLT's	1	1								1							
<b>TOTAL</b>	<b>6 (3)</b>	<b>5 (3)</b>	<b>1</b>	<b>(1)</b>			<b>1</b>			<b>2 (1)</b>		<b>(1)</b>				<b>1</b>	

## TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Education

Eligible for Tenure, Effective: September 1, 2013

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.																	
Assistant Prof.																	
Lecturer (CCE)	1		1				1										
CLT's																	
<b>TOTAL</b>	<b>1</b>		<b>1</b>				<b>1</b>										

Number Recommended for Tenure, Effective: September 1, 2013

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.																	
Assistant Prof.																	
Lecturer (CCE)	1		1				1										
CLT's																	
<b>TOTAL</b>	<b>1</b>		<b>1</b>				<b>1</b>										

## TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Library

Eligible for Tenure, Effective: September 1, 2013

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																		
Associate Prof.																		
Assistant Prof.	1	1															1	
Lecturer (CCE)																		
CLT's																		
<b>TOTAL</b>	<b>1</b>	<b>1</b>															<b>1</b>	

Number Recommended for Tenure, Effective: September 1, 2013

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																		
Associate Prof.																		
Assistant Prof.	1	1															1	
Lecturer (CCE)																		
CLT's																		
<b>TOTAL</b>	<b>1</b>	<b>1</b>															<b>1</b>	



## TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Natural Sciences - Biology

Eligible for Tenure, Effective: September 1, 2013

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.	(1)	(1)								(1)							
Assistant Prof.																	
Lecturer (CCE)																	
CLT's	1	1								1							
<b>TOTAL</b>	<b>2(1)</b>	<b>2(1)</b>								<b>2(1)</b>							

Number Recommended for Tenure, Effective: September 1, 2013

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.	(1)	(1)								(1)							
Assistant Prof.																	
Lecturer (CCE)																	
CLT's	1	1								1							
<b>TOTAL</b>	<b>2(1)</b>	<b>2(1)</b>								<b>2(1)</b>							

## TENURE ELIGIBILITY SURVEY

**COLLEGE:** Eugenio Maria de Hostos Community College

**DEPARTMENT:** Natural Sciences - Physical Sciences

Eligible for Tenure, Effective: September 1, 2013

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.	(1)	(1)										(1)					
Assistant Prof.	(1)	(1)								(1)							
Lecturer (CCE)																	
CLT's																	
<b>TOTAL</b>	(2)	(2)								(1)		(1)					

Number Recommended for Tenure, Effective: September 1, 2013

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.	(1)	(1)										(1)					
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
<b>TOTAL</b>	(1)	(1)										(1)					

## TENURE ELIGIBILITY SURVEY

**COLLEGE:** Eugenio Maria de Hostos Community College

**DEPARTMENT:** Humanities - Visual and Performing Arts

Eligible for Tenure, Effective: September 1, 2013

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.																	
Assistant Prof.	(1)	(1)		(1)													
Lecturer (CCE)																	
CLT's																	
<b>TOTAL</b>	(1)	(1)		(1)													

Number Recommended for Tenure, Effective: September 1, 2013

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.																	
Assistant Prof.	(1)	(1)		(1)													
Lecturer (CCE)																	
CLT's																	
<b>TOTAL</b>	(1)	(1)		(1)													

**APPENDIX H**  
**FALL 2014 UNDERUTILIZATION SUMMARY**

Fall 2014 Underutilization Summary: Results of Utilization Analysis by Affirmative Action Unit  
Comparison of Incumbents to Availability Data (Professorial\* Only)

COLLEGE: Eugenio Maria de Hostos Community College

Total # Professoriate 142

PART A:

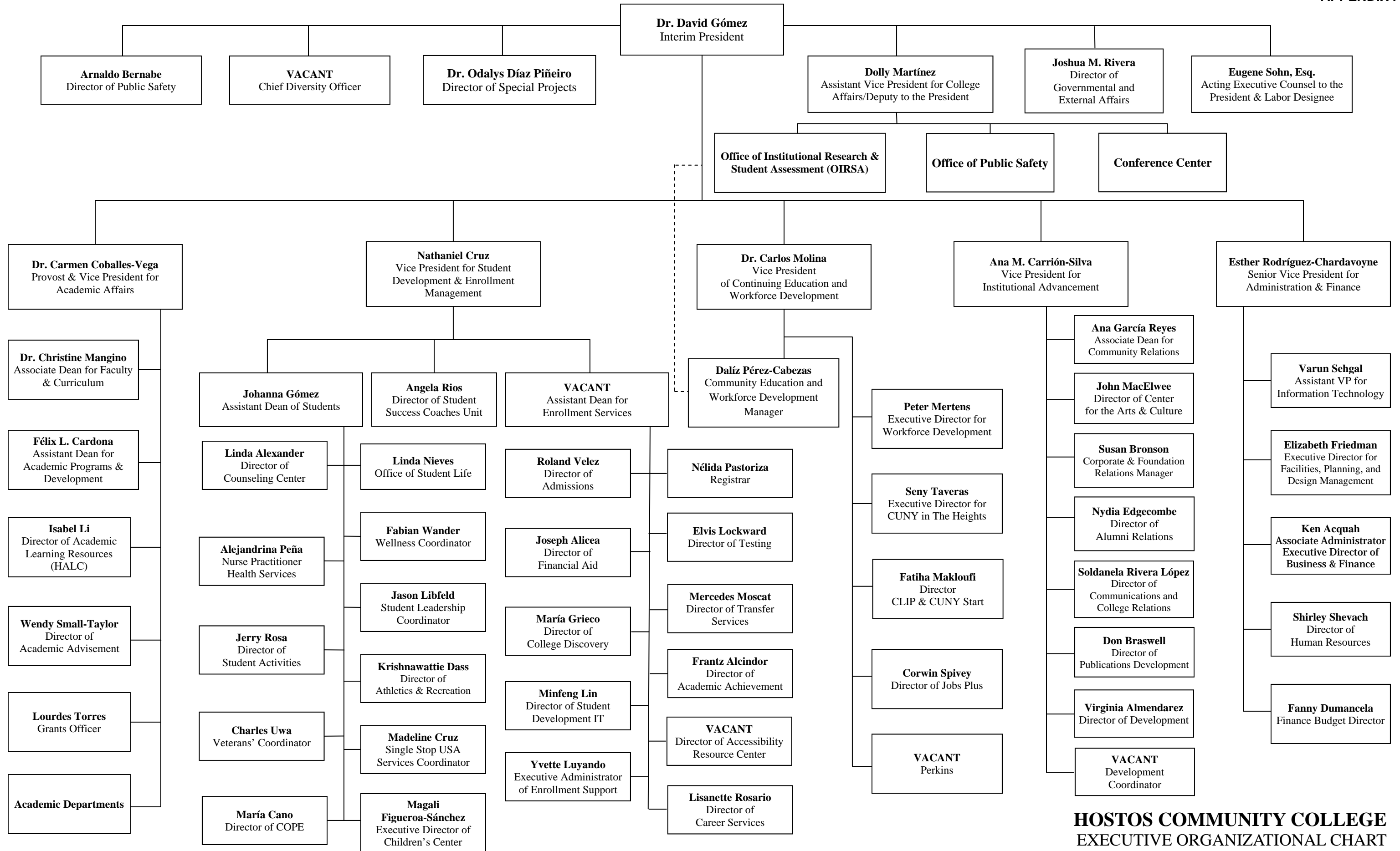
Departments/ Affirmative Action Unit (AAU) with Underutilization (UU)	Total Incumbents in AAU	FEMALES			Total Minorities			Blacks			Hispanics / Latinos(as)			Asian/Pacific Islanders		
		#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)
1 Agricultural/Life Science	9	X			X			X			X			1	13.3%	NR
2 Education	18	X			X			1	18.1%		X			1	4.3%	NR
3 English	20	X			X			1	4.9%	NR	X			X		
4 Fine/Applied Arts/Media	7	2	51.6%		X			X	3.3%	NR	X			1	10.1%	NR
5 Foreign Languages	6	3	60.3%		X			X	2.5%	NR	X			X	5.9%	NR
6 Health Professions	27	1	75%		X			X			X			X		
7 Physical Sciences	6	2	34%	NR	X			X	3.3%	NR	X			X		
8 Social Sciences	13	2	50%		X			X			X			1	7.7%	NR
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
<b>TOTAL</b>		<b>10</b>		<b>1</b>	<b>0</b>		<b>0</b>	<b>2</b>		<b>4</b>	<b>0</b>		<b>0</b>	<b>4</b>		<b>5</b>

\*Professorial = Einstein Professor, Distinguished Professor, Professor, Associate Professor, and Assistant Professor (including all EOC titles as appropriate).

PART B:	
# of UU AAUs	Total # of AAUs
8	10

PART C:				
ITALIAN AMERICANS				
TOTAL	#UU	% Overall Availability	NR (No Representation)	
Professorial	7	5	8.6%	X

**APPENDIX I**  
**ORGANIZATIONAL CHART**



**HOSTOS COMMUNITY COLLEGE**  
**EXECUTIVE ORGANIZATIONAL CHART**  
 CURRENT - August 2014

**APPENDIX J**

**VETS 100 A**



APPENDIX A TO PART 61-300 – FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A  
**FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A**  
 (For covered contracts entered into or modified on or after December 1, 2003.)

OMB NO: 1293-0005

Expires: 04/30/2014

Persons are not required to respond to this collection of information unless it displays a valid OMB number

**RETURN COMPLETED REPORT TO:**  
 VETS-100 Submission  
 VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)  
 Service Center  
 In care of: Department of Labor National Contact Center (DOL-NCC) (Suite 200)  
 14120 Newbrook Drive  
 Chantilly, VA 20151

**ATTN: Human Resource/EEO Department**

<b>TYPE OF REPORTING ORGANIZATION</b> (Check one or both, as applicable) <input checked="" type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor	<b>TYPE OF FORM</b> (Check only one) <input type="checkbox"/> Single Establishment <input type="checkbox"/> Multiple Establishment-Headquarters <input checked="" type="checkbox"/> Multiple Establishment-Hiring Location <input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) _____ (MSC)
---	---

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

<b>COMPANY No:</b> T131733		<b>TWELVE MONTH PERIOD ENDING</b> 0 8 0 1 2 0 1 3 M M D D Y Y Y Y	
<b>NAME OF PARENT COMPANY:</b> The City University of New York		<b>ADDRESS (NUMBER AND STREET):</b> 250 East 42nd Street - 10th Floor	
<b>CITY:</b> New York	<b>COUNTY:</b> Manhattan	<b>STATE:</b> NY	<b>ZIP CODE:</b> 10017
<b>NAME OF COMPANY CONTACT:</b> Jean Chen		<b>TELEPHONE FOR CONTACT:</b> (646) 664-3301	<b>EMAIL:</b> jean.chen@cuny.edu

<b>NAME OF HIRING LOCATION:</b> Eugenio Maria de Hostos Community College		<b>ADDRESS (NUMBER AND STREET):</b> 500 Grand Concourse	
<b>CITY:</b> Bronx	<b>COUNTY:</b> Bronx	<b>STATE:</b> NY	<b>ZIP CODE:</b> 10451

<b>NAICS:</b> 6 1 1 3 1 0	<b>DUNS:</b> 0 7 - 8 3 0 - 9 3 5 2	<b>EMPLOYER ID (IRS TAX No.)</b> 1 3 - 6 4 0 0 4 3 4
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**INFORMATION ON EMPLOYEES**

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF EMPLOYEES IS TO BE ENTERED IN COLUMN L, M, N, O, AND P, LINES 1-10. DATA ON NEW HIRES IS TO BE ENTERED IN COLUMNS Q, R, S, T, AND U. ENTRIES IN COLUMNS Q THROUGH U, LINES 1-10, AND COLUMNS L, M, N, O, AND P. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES. INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.

JOB CATEGORIES	NUMBER OF EMPLOYEES					NEW HIRES (PREVIOUS 12 MONTHS)				
	DISABLED VETERANS (L)	OTHER PROTECTED VETERANS (M)	ARMED FORCES SERVICE MEDAL VETERANS (N)	RECENTLY SEPARATED VETERANS (O)	TOTAL EMPLOYEES, BOTH VETERANS AND NON-VETERANS (P)	DISABLED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	ARMED FORCES SERVICE MEDAL VETERANS (S)	RECENTLY SEPARATED VETERANS (T)	TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS (U)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1	0	0	0	0	19	0	0	0	0	3
FIRST/MID LEVEL OFFICIALS AND MANAGERS 2	0	2	0	0	57	0	0	0	0	6
PROFESSIONALS 3	0	3	0	0	239	0	0	0	0	36
TECHNICIANS 4	0	1	0	0	14	0	0	0	0	1
SALES WORKERS 5	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS 6	0	2	0	0	101	0	0	0	0	15
CRAFT WORKERS 7	0	3	0	0	20	0	0	0	0	1
OPERATIVES 8	0	0	0	0	1	0	0	0	0	0
LABORERS/HELPERS 9	0	1	0	0	6	0	0	0	0	0
SERVICE WORKERS 10	0	5	0	0	77	0	0	0	0	7
TOTAL 11	0	17	0	0	534	0	0	0	0	69

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
534	511