EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

For

HOSTOS COMMUNITY COLLEGE

New York, New York

Affirmative Action Program

September 1, 2017 – August 31, 2018

PARTS I-VIII: AAP FOR MINORITIES AND WOMEN

PART IX: AAP FOR INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

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The College has prepared this document in Accessible PDF format, available upon request. Please inform the Chief Diversity Officer at (718) 518-4284 if you require assistance with reading this document due to a disability.

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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 as well as covered Veterans and Individuals with Disabilities.

Date of Record for employee census	June 1, 2017
Plan Reporting Year (basis for historical data)	July 1, 2016 – May 31, 2017
Plan Program Year (basis for planned programs)	September 1, 2017 – August 31, 2018

Note that for this year, the University adjusted the reporting schedule, and the past Plan Reporting year is shorter.

This Plan is available for public review at the Office of Compliance of Diversity, 475 Grand Concourse (Building A), Room 336. It will also be made available online at: http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Affirmative-Action-Policy.

A. COLLEGE OVERVIEW

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

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

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

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

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

The most recent acquisition is the Savoy Manor building which was occupied in 1997. This building, located at 120 East 149th 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.

D. ORGANIZATION CHART

Appendix A - Organization Chart

A summary organization chart is provided in Appendix A.

II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

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

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

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

A. THE UNIVERSITY'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

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

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

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

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

B. THE UNIVERSITY'S POLICY ON AFFIRMATIVE ACTION

The University's overall policy on Affirmative Action, dated 5/28/1985, is part of CUNY's Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION
Policy 5.04 - Affirmative Action:
RESOLVED, That the Board of Trustees of The City University of New York reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6,C)

C. THE UNIVERSITY'S POLICY ON SEXUAL MISCONDUCT

The Policy on Sexual Misconduct (effective 1/1/2015) addresses sexual harassment, gender-based harassment and sexual violence.

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

1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;

2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;

3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;

4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;

5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and

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

D. COLLEGE POLICY

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

Appendix B contains a copy of the annual Reaffirmation Letter.

III. RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in creating an inclusive community, the College has designated specific responsibilities to enable the implementation of Affirmative Action programs.

A. PRESIDENT

The President has primary responsibility to lead and oversee implementation of Affirmative Action and diversity programs and assures compliance with federal, state, and city laws, rules and regulations as well as City University of New York policies. In this area of responsibility, the President:

- Designates personnel responsible for aspects of Affirmative Action, diversity, and compliance, including a Chief Diversity Officer (CDO), 504/ADA Coordinator and Title IX Coordinator, and ensures responsible personnel have the authority, staff, and other resources to successfully implement their assigned responsibilities

- Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of *Re-Affirmation Letter* in **Appendix B**.)

- Submits required reports to University offices and external parties as needed.

B. CHIEF DIVERSITY OFFICER

The President has designated Lauren Gretina, Esq. to serve as CDO during the reporting year. Ms. Gretina also served as the College's Title IX Coordinator and 504/ADA Coordinator; the office is located at 475 Grand Concourse (Building A), Room 336, email: lgretina@hostos.cuny.edu, Telephone: 718-518-4284.

In this area of responsibility, the CDO:

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

- Distributes relevant policies, notices and revisions; ensures integration into training programs, search committee orientations, websites, and other media (e.g., Policy on Equal Opportunity, Non Discrimination, and on Sexual Misconduct*;* Affirmative Action Policy; Contact Information for the CDO, Title IX Coordinator and 504/ADA Coordinator)

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

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

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

C. COLLEGE OFFICIALS

College Officials - executives, department chairpersons, managers, and supervisors - are crucial partners in the equal employment/affirmative action program. They help ensure compliance with the College's affirmative action policy, foster an inclusive environment, and assist in developing, maintaining, and implementing the Affirmative Action Plan.

D. COMMITTEE(S) ON DIVERSITY AND INCLUSION

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

The members of the Diversity/Affirmative Action Committee effective fall 2016 were:

Professor Hector Lopez
Faculty Senate Chair

Professor Jorge Matos
Library

Professor Hector Soto
Behavioral and Social Sciences

Professor Grace Onovo
Allied Health Sciences

Malik Sullivan
Registrar

Associate Dean Ana Garcia Reyes
Institutional Advancement

Professor Andrew Connelly
English Department

Professor Nelson Torres
Behavioral and Social Sciences

E. UNIVERSITY MANAGEMENT

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

http://www2.cuny.edu/about/administration/offices/hr/diversity-and-recruitment/#cuny_workforcedeomographics

F. FACULTY DIVERSITY STRATEGIC PLAN

The College has developed overall strategies and goals for implementing Affirmative Action practices related to the hiring and promotion of faculty. The Faculty Diversity Strategic Plan addresses recruitment, retention, and the impact of organizational climate on faculty. This process began with a University-wide initiative starting in 2011. Each College has developed a corresponding plan for 2013–2018, and updates the plan annually.

IV. WORKFORCE ANALYSIS

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order as defined by CUNY's university-wide reporting systems.

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, with an effective date of June 1, 2017 (i.e., full-time employees either active or on paid leave as of June 1). This analysis omits individuals not identified as CUNY employees, such as individuals employed by CUNY's Research Foundation and student workers. We created the data extract on July 24, 2017.

To evaluate representation by race/ethnicity, we use federally mandated categories of Asian, Black/African American, and Hispanic. As employees who identify as American Indian/Alaska Native or Hawaiian/Native Pacific Islander comprise less than two percent of both CUNY's workforce and the local population, they are included in the Total Minority category, as are persons identifying with Two or More Races. Individuals identifying as Hawaiian/Native Pacific Islander are included in the Asian category.

All employees have identified a gender. Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group if they did not disclose one.

We use the Workforce Analysis to review overall representation of females or minorities by organizational unit (division and/or department) and by title/rank within organizational unit. The Workforce Analysis Report is a large document available for review upon request.

V. JOB GROUPS, DISCIPLINES, AND LABOR MARKET AVAILABILITY

We base further analyses on assigning the workforce to groups of similar jobs. Further, we analyze faculty by instructional program (discipline) and college laboratory technicians by general purpose.

A. JOB GROUPS

We develop job groups (or Affirmative Action Units) by grouping similar job titles based on duties, qualifications, and other conditions of employment. The University reviews job groupings as titles, job duties, or conditions of employment change. Table 1 lists the current roster of job groups in use at the University.

For this plan year, the University conducted an in-depth review and we have listed material changes below (Table 2). In some cases, there is an impact on year-to-year comparisons but it appears long-term the results will be more relevant to recruiting and retaining and diverse workforce.

Appendix C presents the College's job groups, title assignments, and summary staffing. It also includes details on calculations of Labor Market Availability.

Table 1
Roster of University job groups with college staffing, 6/1/17

Category	Group	Total Staffing	Females	Minorities
Executive/Administrative/ Managerial	Administration 1 (Executives)	17	9	13
	Administration 2 (Managers)	67	43	48
	Facility Manager	2	0	1
	IT Computer Manager	0	0	0
	Security Manager	3	0	3
Professional - Faculty	Faculty-Developmental	19	11	9
	Faculty-Instructor	3	1	3
	Faculty-K-12	0	0	0
	Faculty-Lecturer	32	15	24
	Faculty-Professorial	155	80	77
Professional – Non-Faculty	Accountant	2	1	2
	Administration 3 (General Admin)	115	84	106
	Administration 5 (Engineers/Architects)	0	0	0

Category	Group	Total Staffing	Females	Minorities
	Disability Accommodation Specialist	1	1	1
	IT Computer Professional	16	2	15
	Nurse	0	0	0
Administrative Support Workers	Accountant Assistant	5	4	5
	Administrative Assistant	10	8	10
	Office Assistant	49	45	47
	Mail Services Worker	2	0	2
Craft Workers and Related	Basic Crafts-Buildings and Grounds	6	0	2
	Laborers and Helpers	6	0	4
	Skilled Trades	14	0	5
	Skilled Trades-Supervisor	2	0	0
Technicians	Administration 4	13	5	11
	Broadcast/Media	0	0	0
	Engineering Technician	0	0	0
	IT Support Technician	7	2	7
	Print Shop	2	1	2
Service Workers	CPO Level 1	28	9	26
	CPO Level 2	1	1	1
	CPO Sergeant	7	1	7
	Custodial	32	9	32
	Custodial Supervisor	6	1	6

Table 2

Changes in Job Group Structure, 2016-2017

Title	Change
Senior Registrar, Registrar, Architectural Intern, Engineering Intern, Elevator Starter, CUNY Technical Support Aide, Multi Color Press Camera Operator, College Computer Photo Typesetter, CUNY Secretarial Assistant, CUNY Technical Support Aide, Office Aide, Campus Security Officer Level 2, Campus Peace Officer Level	Removed titles retired from CUNY system or marked "incumbent only" with no remaining incumbents
CUNY START Instructor CUNY CLIP Instructor	Added as full-time titles in 2017; assigned to a new "Developmental Faculty" job group
Business Data Analyst	Introduced last year, but has seen substantial hiring and may appear in analyses for the first time
Laborer, Maintenance Worker, Electrician Helper, Steamfitter Helper, Plumber Helper	Moved from Skilled Trades to a "Laborers and Helpers" job group consistent with duties and accepted occupational categories
Computer Specialist	Split into separate groups consistent with duties and accepted occupational categories: "IT Computer Professional" and "IT

	Support Technician"
Administrative Superintendent of Buildings and Grounds and Chief Administrative Superintendent of Buildings and Grounds	Combined into a "Facilities Manager" job group given overlap in job duties

B. FACULTY AND COLLEGE LABORATORY TECHNICIANS

We also analyze faculty utilization by academic program or discipline within job group. The University identifies programs using the U.S. Dept. of Education "Classification of Instructional Programs" and each College/Unit assigns their academic departments. On an exception basis, we calculate a blended labor market availability that crosses programs. The only systemic adjustment made to disciplines this year was that in adding CUNY START and CUNY CLIP Instructors, a "Developmental Education" group was added, and some faculty in related programs were assigned to this group.

We analyze College Laboratory Technicians by general purpose. We previously assigned them to as many as six separate groups. Assignment to specialized groups was losing its relevance and differences in labor market availability between groups was minimal. We now assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians in Science, Technology, and Engineering, and College Laboratory Technicians - Other.

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

C. LABOR MARKET AVAILABILITY

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

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

CUNY updated labor market availability figures as part of a review conducted every other year. Most notable is that where post-secondary degree is a factor, we adjusted the date of degree conferred from 2011-2012 to 2013-2014. We also made some adjustments to account for changes in internal promotion eligibility.

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

VI. UTILIZATION ANALYSIS (BY PROTECTED CLASS AND JOB GROUP)

A. DESCRIPTION AND RESULTS OF UTILIZATION ANALYSIS

The College reviewed its employee population by Job Group and protected class as compared with Labor Market Availability. We omit analyses for groups of fewer than five employees due to limited reliability.

We assess differences between the workforce and the general labor market (availability). We report "underutilization" when significantly fewer minorities or women are employed than we would reasonably expect given availability (i.e., greater than 20% difference). We calculate this difference in terms of full-time equivalent employees.

Where there is underutilization for females or minorities, the College uses the underutilization figure as a Placement Goal for the recruitment and/or promotion with the job group.

Table 3 (following pages after this section) summarizes the employees assigned to each job group, their underutilization, and a comparison of underutilization to that reported in the prior year (where relevant given changes in employee groupings).

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

B. DISCUSSION OF UTILIZATION, UNDERUTILIZATION, AND PLACEMENT GOALS

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

The fact that the University updated job groupings and Labor Market Availability for this plan year might influence findings for some groups, although typically these changes are not major. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups.

Hostos Community College continued to be exemplary in the employment, promotion, and retention of a diverse and multi-cultural workforce. Women and minorities continued to represent a significant percentage of the College's employees. As of June 1, 2017, the College had a full-time, permanent workforce of 622 employees. The total number of protected ethnic/racial group members was 469 (75%), and 333 (54%) were women as of this date.

Table 3: Summary Utilization - Staff — Hostos CC

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

This version compares the underutilization numbers by job group for Executive, Administrative, and Staff positions to 2016 findings as reported to the CUNY Trustees over this past year. It is based on 2016 Affirmative Actions Plans that were edited and corrected during the Winter and Spring of 2017.

This chart reflects changes to groups in 2017. Laborers and Helpers and IT Support Technicians are new groups in 2017; 2016 underutilization is included under the Skilled Trade and IT Professional groups, respectively. The Facility Manager group combines 2016 groups of Admin Superintendent and Chief Admin Superintendent; 2016 results for these groups were combined.

Job Category and Group	Total Staff		UNDERUTILIZATION									
			Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Category: Executive/Administrative/Managerial												
Administration 1 (Executive)	16	15							1	1		
Administration 2 (Manager)	67	66						1				
Category: Professional Non-Faculty												
Administration 3 (Professional)	115	117					7	6				
IT Computer Professional	16	26	2	2			1	1	1	1		
Category: Administrative Support Workers												
Accountant Assistant	5	5										
Administrative Assistant	10	9		1			1	1				
Office Assistant	49	47						1				
Category: Craft Workers												
Basic Crafts-Buildings and Grounds	6	2	1		1						1	
Laborers and Helpers	6		1									
Skilled Trades	14	26		1				1				
Category: Technicians												
IT Support Technician	6		1				1					
Category: Service Workers and Others												
Campus Peace Officer-Level 1	28	28		1			1	1				
Campus Peace Officer-Sergeant	7	9	1						1	1		
Custodial	32	35		1			1	1				
Custodial Supervisor	6	6	1	1								

Table 3: Summary Utilization - College Lab Technicians — Hostos CC

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

This version compares the underutilization numbers by job group for College Laboratory Technicians as reported to the CUNY Trustees over this past year. It is based on 2016 Affirmative Actions Plans that were edited and corrected during the Winter and Spring of 2017.

In 2016, a single underutilization was calculated for all College Lab Technicians based on a blended rate of up to six categories. In 2017, CUNY began to calculate two utilization figures to represent two categories. In the chart below, the 2016 figures represent total College Lab Technicians regardless of category. As a result, prior year results should be considered informational but not comparable.

			UNDERUTILIZATION									
	Total Staff		Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
Job Category	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
EEO Category: Technicians												
Job Group: Administration 4 (College Lab Tech)												
College Lab Tech - Science, Tech, Eng.	9	14					1	1				

Table 3: Summary Utilization - Faculty — Hostos CC

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

This version compares the underutilization numbers as reported to the CUNY Trustees based on 2016 Affirmative Action Plans that were edited and corrected during the Winter and Spring of 2017. Differences in assigning faculty to academic programs mean that comparisons with prior years should be viewed as approximate.

Job Category	Total Staff		UNDERUTILIZATION									
			Female		Total Min		Asian		Black Af-Am		Hisp-Latino	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Job Group: Faculty-Professorial												
Biological and Biomedical Sciences AND Physical Sciences	21	20							1			
Business, Management, Marketing, Support Services	5											
Education	20	17					1	1		1		
English Language and Literature/Letters	22	21	3	2					1	1		
Health Professions and Related Programs	25	25		2								
Liberal Arts and Sciences, General Studies & Humanities	18		3				1					
Library (Librarians/Non-Teaching)	10	10										
Mathematics and Statistics	17											
Social Sciences	17	12					1	1				
Job Group: Faculty-Lecturer												
Education	7	7										
English Language and Literature/Letters	6	8	1	2								
Mathematics and Statistics	6	5	1	1			1	1				
Job Group: Faculty-Developmental												
Education - Developmental	19											

This year the College eliminated underutilization in one Affirmative Action Unit for the Faculty and eliminated underutilization in three different Job Groups for the Staff. As an example of the former, for the Health Professions Unit, in the 2016 reporting period women were underutilized by 2, whereas in the 2017 reporting year the underutilization for women in this Affirmative Action Unit has been eliminated. Likewise, as an example of the latter, for the Skilled Crafts group, in the 2016 reporting period both women and Asians were underutilized, and in 2017 the underutilization for both women and Asians has been eliminated.

The College also decreased (but did not eliminate) underutilization in two additional Affirmative Action Units for the Faculty and three additional Job Groups for the Staff. In addition, for three additional Affirmative Action Units for the Faculty and one additional Job Group for the Staff, the College continued to have no underutilization at all.

Underutilization remained in two Affirmative Action Units (AAUs) for the Faculty and four Job Groups for the Staff. There were also four groups (including Faculty and Staff) where underutilization increased. Currently in the Professorial Affirmative Action Units (excluding Lecturers and Instructors) there are 5 AAUs without a protected minority group (women are represented in all professorial ranks):

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

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

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

In English, Blacks are not represented. The lack of representation reflects the low availability rate for this group in this AAU.

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

In the majority of the College's groups where there is underutilization, self-identified Asians were the affected minority group. In the 2017 reporting period, the College made good faith efforts to recruit a diverse applicant pool, and Asians were represented in the applicant pool. Overall, the College continued to strive towards recruiting Asians college-wide and, as compared to the prior reporting year, has increased the number of applications and new hires of self-identified Asian candidates.

Looking at the past several years:

In the 2013 reporting year, the College received 435 applications from self-identified Asian candidates and hired 2 of them.

In the 2014 reporting year, the College received 482 applications from self-identified Asian candidates and hired 6 of them.

In the 2015 reporting year, the College received 506 applications from self-identified Asian candidates and hired 9 of them.

In the 2016 reporting year, the College received 254 applications from self-identified Asian candidates and hired 3 of them.

In the current reporting year, the College received 478 applications from self-identified Asian candidates and ultimately hired 7 of them. As compared to the prior year (2016), the ratio of Asian hires to Asian applications increased slightly. We further note that over a longer period of comparison (i.e., comparing the current reporting versus the 2013 reporting period), the ratio of Asian hires to Asian applications more than tripled. These positive trends (in both short term and long term comparative periods) illustrate the College's firm and ongoing commitment to the representation of Asians in our recruiting.

In reviewing the results of this year's utilization analysis (2017) as compared with last year's analysis (2016), we observed the following differences:

Administration II

Underutilization of Asians in this group decreased from 1 to 0. There currently is no underutilization in this Job Group.

Administration III

Underutilization of Asians in this Job Group increased by 1 (from 6 to 7).

CUNY Office Assistant

Underutilization of Asians in this Job Group decreased from 1 to 0. There currently is no underutilization in this Job Group.

CUNY Administrative Assistant

Underutilization of women in this Job Group decreased from 1 to 0.

Skilled Crafts

Underutilization of women in this group decreased from 1 to 0. The underutilization of Asians in this group also decreased from 1 to 0. There is currently no underutilization in the Job Group.

Campus Public Safety Sergeant

The underutilization of women in this group increased from 0 to 1.

Campus Peace Officer lvl 1

The underutilization of women in this group decreased from 1 to 0.

Custodial Assistant

The underutilization of women in this group decreased from 1 to 0.

Professorial Faculty

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

In Education, the underutilization of Blacks decreased from 1 to 0.

In English (Professorial), the underutilization of Women increased from 2 to 3.

In English (Lecturer), the underutilization of Women decreased from 2 to 1.

In the Health Professions, the underutilization of Women decreased from 2 to 0. There currently is no underutilization in this AAU.

There is no underutilization of Hispanics in the Professorial ranks.

VII. OTHER ANALYSES

C. PERSONNEL ACTIVITY

As per the Federal *Uniform Guidelines on Employee Selection*, we analyze personnel actions for potential adverse impact (i.e., personnel selections at a substantially different rate for underrepresented groups). We review this data by job group.

Any conclusions related to this data should take into account the fact that this is the first year in which we are presenting this data by job group, as the data was previously reviewed by EEO-6 category. This year we also updated definitions of job actions to coordinate with data categories assigned by our system of record, CUNYFirst.

Appendix F provides detail on personnel activity for incumbent employees.

F-1 Job Actions by Job Group and Ethnicity
F-2 Job Actions by Job Group and Gender
F-3 Faculty Tenure Actions by Department, Title, and Ethnicity
F-4 Faculty Tenure Actions by Department, Title, and Gender

We compare changes in title between reference dates (this year, between July 1, 2016 and June 1, 2017), adding individuals who did not remain employed for an entire plan year. The reports track hires and other actions on the basis of when the change occurred (effective date), not the date it was approved (which for some jobs might have occurred in the previous plan year).

The table below details the types of employment activity captured. Many personnel actions involve leaving one job group to take a position in another group and are reported as a combination of a separation and a hire (i.e., an employee is noted as having left one group and having joined another group). Other types of status changes, including a change from Substitute, Acting, or Temporary status to regular status, are noted but not included in counts of hires and separations.

Of particular interest is Tenure, a permanent status granted to faculty and College Laboratory Technicians. Lecturers are eligible for a Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements, and professorial faculty are subject to an additional review process. Departmental and College-wide Personnel and Budget Committees (P&B) review applications and present recommendations to the President, who recommends candidates to the CUNY Board of Trustees. Individuals reported for this year generally received tenure/CCE status effective on September 1, 2016. College Laboratory Technicians generally receive tenure automatically following a given number of years of service and are not included in the Tenure report.

Table 4
Personnel Actions

Category	Activity	Definition
Joined Group	Employee has joined a job group to which they did not belong as of the prior census date.	
	Hire	Employed at the college for the first time, or re-hired after a break in service. May include employees who previously worked at another CUNY College or elsewhere in government service and individuals appointed through the Civil Service Transfer Roster process.
	Advanced from a Lower Group	Employee joined job group by taking a new job that would normally be considered a career advancement. This is counted as a hire in the new group, and a separation in the old group.
	Joined Executives from Faculty	Considered neither a career advancement nor other change, when a faculty member leaves a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment and may return to it eventually.
	Joined Faculty from Executives	Considered neither a career advancement nor other change, when a faculty member returns to a faculty appointment after serving in Executive ranks.
	Joined/Transferred from Other Group	Other change, such as a job change which represents a change in career direction, or where there is no stated or implied career advancement.
Left Group	Employee has left a job group they were part of as of the prior census date.	
	Separation	Employee has left employment in the College, whether or not he/she has moved to another CUNY College.
	Separation within plan year	Employee was hired and separated from College within the same plan year (counted as both a Hire and a Separation)
	Left to Advance to Higher Group	Employee left job group by taking a new job that would normally be considered a career advancement.
	Left Executives to Return to Faculty	Considered neither a career advancement nor other change, when a faculty member returns to a faculty appointment after serving in Executive ranks.
	Left Faculty to Move to Executives	Considered neither a career advancement nor other change, when a faculty member leaves a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment and may return to it eventually.
	Left Group – Other Title Change (Not Advancement)	Other change, such as a job change which represents a change in career direction, or where there is no stated or implied career advancement.

Category	Activity	Definition
Move Within Job Group	Employee has a title change but has not changed job group.	
	Advanced Within Group	Employee has taken a higher title within the group. This might be a higher level of the same title (e.g., IT Assistant Level 1 to IT Assistant Level 2) or a higher job title (e.g., IT Assistant to IT Associate).
	Title Change Within Group-Other (Not Advancement)	Employee has taken another title with a job group where there is no stated or implied career advancement.
Status Change	Employee has a change in the status of their appointment. Note in previous years, some status changes were treated as a combination of a separation and a hire; however the employee never changed job title or duties. Beginning with this report we will note that change in status separately from hire/separation status.	
	Regular Status to Acting-Substitute Status	Employee was a regular employee as of the prior census date but has taken a position with a substitute status, most likely as a trial period in a higher title.
	Acting-Substitute Status to Regular Status	Employee was a substitute employee as of the prior census but has been granted a regular status, most often through a search process.
	Temporary to Regular Appointment	Generally applies only to Civil Service employees, where employee has moved from a temporary (3-month) assignment to one of the standard Civil Service regular appointment categories (non-competitive, provisional, or probable permanent).
	Visiting Faculty to Regular Status	A member of the Visiting faculty has taken a regular faculty appointment (e.g., Visiting Assistant Professor to Assistant Professor)
	Visiting Faculty to Substitute Status (Rare)	A member of the Visiting faculty has taken a substitute appointment, either as a substitute faculty member or a substitute Research Associate.
Tenure Actions	Actions related to the granting or denial of tenure to faculty members. May include Tenure or Certificate of Continuous Employment (CCE), a status granted to certain non-professorial faculty titles. Tenure actions are reported by Department, not job group, however, the job title is reported in the chart.	
	Awarded Tenure	Awarded Tenure or CCE following a review process.
	Hired with Tenure	Upon initial hire, granted tenure. Generally due to having a tenured status at a previous institution.
	Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment.

Analysis of Personnel Activity Table

New Hires

This group includes individuals hired into new positions through a posting, search, and selection process (whether or not they previously worked at the College).

The College hired 121 new full time employees; of these 71 were women, and 90 were minorities. Of the minorities, 34 are Black, 48 are Hispanic, 7 are Asian, 1 identified as Two or More Races, and none are American-Indian.

Civil Service Hiring Pool Results

In addition to the hiring processes detailed above and in the exhibits, the College participated in 5 hiring pools for civil service personnel, administered by the University. Applicants are qualified based on their score on a civil service examination. At a hiring pool, applicants who are pre-qualified based on their examination score indicate their interest in working at one or more colleges, and colleges make selections as per CUNY's Civil Service regulations. These individuals are included in the counts of employees hired in Appendix F.

The College participated in the following Civil Service Hiring Pools:

Exam 4075 –Maintenance Worker
Exam 6058–CUNY Office Assistant
Exam 2046–Campus Peace Officer

Terminations/Separations

This group includes individuals separated for both voluntary and involuntary reasons, including the scheduled end of a time-limited appointment.

The number of employees separated from the workforce was 113, including 67 women and 93 minorities. Of the minorities, 27 are Black, 58 are Hispanic, and 7 are Asian.

Upgrades and Promotions

This group includes faculty who received a promotion in rank, Higher Education Officer Series employees who received a reclassification of position, and Civil Service employees promoted according to the promotional path for their titles.

All 3 members of the professoriate who applied for promotion received an upgrade in rank. Of the 3 members of the professoriate who applied for promotion and received an upgrade in rank, 1 is a female and 1 is of minority descent. In the Natural Sciences there was one White female and one Hispanic male and there was one white male in Behavioral Social Sciences.

It should also be noted that as of July 1, 2017, the College will have its first ever female chair of the Mathematics Department.

In the Non-Faculty areas:

There was one promotion from Campus Peace Officer Level 1 to Campus Public Safety Sergeant – a Black male. There was also one upgrade in the Campus Planning Department from College Office Assistant Level 4 to College Administrative Assistant Level 1 – a Hispanic female, as well as one B & G promotion where a White male was promoted from Assistant Electrician to Electrician.

Tenure decisions will be discussed in the next section.

Transfers

This group primarily consists of individuals transferred between departments under the terms of bargaining unit agreements and Civil Service employees moving to new locations through the Civil Service Transfer Roster process. Transfers may be either voluntary (at the request of the employee) or involuntary (for reasons which may include reorganization).

The number of employees who transferred was 3 which included 3 women all of whom were Hispanic.

Tenure

During the reporting period, 3 faculty members were presented for tenure and all three were granted tenure by the Board of Trustees, effective September 1, 2016.

The tenure recipients included: 1 Associate Professor from the Behavioral and Natural Sciences Department; 1 Associate Professor from the English Department; and one Lecturer from the Education Department. Of the Associate Professors, 1 was a white male and 1 was a white female. The Lecturer recipient was a white male.

D. RECRUITING ACTIVITY

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

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

Unlike the Utilization Analysis, which compares employee data to labor market availability, the standard in evaluating recruiting data is "Impact Analysis": whether females and minorities have a selection rate at least 80% of the selection rate of males and whites. The Chief Diversity Officer also typically reviews applications from the standpoint of labor market availability prior to certifying the applicant pool.

Appendix G summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer between July 1, 2016 and May 31, 2017.

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

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

Applicant	Qualified individual submitting an application for a specific position
Interview	Selected for an interview, and interviewed (did not withdraw)
Offer/Hire	Selected for the position.

In the normal conduct of business, the Chief Diversity Officer reviews demographic data for individual searches/job postings. As job searches are performed by many units throughout the organization, data at that level is the most useful in making real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

A review of this year's data-recruitment information reveals that the College continues to recruit, interview, and make job offers to a high percentage of women and protected groups. This reporting period, the College received 5984 total applications.[1] Of the applicants, 49.4% were women and 72.4% were from minority groups (32.2% Black, 30.0% Hispanic, 8.0% Asian, 0.6% American Indian, 8.8% of applicants did not indicate a race or ethnicity).

Of the 324 interviews that were conducted, 53.7% of the interviewees were women and 73.1% were from minority groups (30.2% Black, 32.7% Hispanic, 9.0% Asian, and 0% American Indian).

Of the 130 job offers that were given this reporting year, 55.3% were to women and 70.0% were to minorities (26.1% Black, 37.6% Hispanic, 5.3% Asian, and .07% other minority groups).

When evaluating this data, it should also be considered that when an applicant applies multiple times to the same position, the total applicant pool is increased somewhat artificially because that single applicant has been counted multiple times. Moving forward, the Office of Compliance and Diversity and Human Resources will work more closely together to ensure that data is being uniformly collected and to create a process in which applicants are not "double counted" in this way.

E. COMPENSATION

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

We review policies such as:

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

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

[1] Of the 5984 total applicants, 574 of those applicants did not self-identify as male or female. Of the 5984 total applicants, 525 of those applicants did not self- identify as belonging to a particular race or ethnicity.

The Chief Diversity Officer and the Human Resources Director discussed compensation best practices and areas of risk with members of the President's Cabinet throughout the 2016-17 Academic Year.

VIII. ACTION-ORIENTED PROGRAMS

In this section, we assess the programs over the prior year from the standpoint of the findings in the previous sections of this report. We evaluate how the College has, or has not, achieved its goals. We identify future programs and activities in light of the coming year's goals.

A. IMPLEMENTATION OF THE 2016– 2017 AFFIRMATIVE ACTION PROGRAM

Table 3 (previously referenced) and the discussion of the previous section summarize prior year goals and accomplishments in addressing underutilization.

Over the prior plan year, The College undertook the following programs in support of Affirmative Action as well as creating a climate of inclusion.

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

Table 5
Summary of Campus Programs, 2016-2017

Program / Effort	Impact/Discussion
Faculty Fellowship Publication Program: Recognizing that publication of academic works is one of the key criteria for advancement, CUNY's Faculty Fellowship Publication Program aims at advancing the goal of a diverse professoriate through mentoring and educational programs which address preparing materials for publication.	During the reporting year, two (2) College faculty members participated in the Faculty Fellowship Publication Program.
Drawing a Road Map to Inclusion – Diversity Seminar Series 2017: Seminar #1, "Serving & Supporting Immigrant and Undocumented Students."	This seminar explored the lives and struggles of undocumented students and the subject of immigrant rights. Attendees also learned about available resources at the College and further steps that may be taken to better serve and support the community.
Drawing a Road Map to Inclusion – Diversity Seminar Series 2017: Seminar #2, "Transcending Justice in Academic Settings."	This seminar featured a conversation about the role of education in restoring justice and promoting inclusion in academic settings. The seminar promoted the goals of equality, justice, and inclusion.
The Center for Teaching and Learning (CTL): The CTL celebrates faculty, staff, and student achievements inside and outside the classroom and encourages the growth of interdisciplinary and cross-divisional	These workshops and events were well attended and well received. Surveys were conducted at the conclusion. Overall, the participant feedback was very positive. One participant wrote, "the workshops provided a much needed

Program / Effort	Impact/Discussion
partnerships. The CTL offered numerous workshops and events that promoted diversity and inclusion, including but not limited to the following: The Kickoff/Pre-launching of Hostos Reads a college-wide initiative that explores the theme of social justice and asks, "What is a just society?" A discussion entitled "The Lingering Effects of Poverty," which explored the racial and ethnic health disparities that persist in American society despite awareness on the part of elected officials and community leaders. The discussion covered topics including poverty, justice, and the impact of poverty on people of color and their communities.u7	opportunity for safe discussion." Some participants felt the social justice conversation revealed "how this topic impacts everyone," and one professor wrote that "it raised my awareness." Another participant thought it helped him to "look at my own prejudices."
Technical Workshop Supporting CUNY Diversity Grant Composers: This activity followed the traditional technical workshop model offered for the grant office to help PSC-CUNY grant composers every year.	Four former recipients of the CUNY Diversity grant shared their experiences with the writing process and effective ways to implement the grant practice once it was funded. Approximately 15 faculty attended this gathering, which also helped the College grant officer identify grant composers interested to pursue this opportunity. Furthermore, former faculty grantees offered helping grant composers with the narrative and remained in contact working together after this initiative.
Exploring Ways to Systematize a Diversity Dialogue in the Classroom: Throughout the year there were many conversations between the CTL and the Diversity Fellow. Specifically, several faculty and staff members discussed ideas and potential framework that systematize a safe dialogue in our classrooms regarding diversity, inclusion and plurality.	All participants agreed that, regardless of specific course content; all faculty members should be engaged in defining the meaning of diversity, inclusion, and plurality in our institution. Notably, the successful experience developed by Prof. Eunice Flemister and Lisanette Rosario based on cultural-competency workshops was highlighted as a best practice that should be expanded upon.
The Hostos Center for the Arts & Culture, the College's centerpiece for cultural activity, also held activities to promote diversity at the College. The Center consists of a museum-grade art gallery, a 367-seat theater, and a 907-seat concert hall. The Center has distinguished itself for showcasing the cultural traditions of the communities that the Center serves, by presenting premiere festivals and concert series.	All programs and activities are open to the College community at no cost or at significant discounts, depending on the nature of the event. These events provide the community with an opportunity to learn, celebrate, and reflect through art.

Program / Effort	Impact/Discussion
The Center produces and presents dance, painting, sculpture, drama and literary arts, from folk traditions to emerging artists. A typical season includes a visual arts exhibition; periodic festivals featuring different cultural traditions; the Hostos Repertory Company; and an individual artists' program consisting of commissions and residencies. Other cultural activities include celebrations of Hispanic Heritage Month, Black History Month, Dominican Heritage Month, Puerto Rican Heritage Month, Women's History Month, Hanukkah, Kwanzaa, and Christmas via live music concerts, art and photography exhibits, dance concerts, film presentations, and lectures. Listed below is a sample of events/performances held during the 2016 – 2017 season:	
Fifth Bronx Latin American Art Biennial: An Artists Panel Discussion	Artists Panel Discussion was conducted.
Ballet Concierto de Puerto Rico: In celebration of Puerto Rican Heritage Month, Puerto Rico's leading ballet/contemporary dance company returns to NY with a mixed repertory program including *the Latin Suite*.	This event celebrated Puerto Rican culture though various styles of dance.
Charanga Fest: Three top Charanga bands in New York – Orquestra Broadway, La Charanga 76, and Tipica Novel – came together to celebrate Cuban music.	This was an evening of lively Cuban music, inspired by the dance which featured a host of special Charanga guest artists.
The MENding Monologues	This show explored gender violence issues from a male perspective. It provided an opportunity for dialogue and discussion on this important topic.
Multicultural and Diversity Resources at Hostos Library	This resource is aimed at helping faculty and students locate and identify useful resources that promote an awareness of diversity. Resources include online databases, web sites, print materials and other information. See http://guides.hostos.cuny.edu/c.php?g=45475 for additional information.
Diversity Projects Development Fund: CUNY's Diversity Projects Development Fund provides funding for College research and/or educational activities related to traditionally underrepresented groups.	During the reporting year, one (1) faculty member participated in the DPDF.

B. TARGETED PLANS FOR THE 2017-2018 AFFIRMATIVE ACTION PROGRAM

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

Table 3 (previously referenced) summarizes Affirmative Action goals to address specific areas of underutilization.

Below is a list of programs in support of diversity & inclusion. The efforts include, but are not limited to, the following:

Table 6
Planned Campus Programs, 2017-2018

Program / Effort	Goals/Expected Impact
The Campus Civility Committee (CCC) has been reconstituted and is currently chaired by Professor Julie Bencosme; the CCC will be holding a "Celebrating Civility" kick-off event on Thursday, Sept. 14, 2017, one of among many planned events and activities.	This Committee will work towards fostering a safe, civil, and respectful learning and working environment at Hostos. It will continue to remind students, faculty, and staff to respect one another, to provide basic courtesy, and to exhibit conduct that creates a positive environment for all.
The Hostos Center for the Arts & Culture will continue to promote diversity and inclusion through its programing. The planned programs for the Center include: dance, painting, sculpture, drama and literary arts, from folk traditions to emerging artists. In celebration of Hispanic Heritage Month the College will host the Exhibition: Las 3 Hermanas, Art, Education & Activism	To promote discussion and dialogue through art and education
Hispanic Heritage Month 2017 - Kick Off Celebration: Activism & Civic Engagement Fair	This event is sponsored by Student Activities and A.L.M.A. Club and will give members of the College community an opportunity to learn about different types of activism
The Hostos Reads Project has chosen *Americanah*, a novel by Chimamanda Ngozi Adichie as the book of the year and will be read as part of this initiative. The College community is invited to join and to take part in multiple events surrounding the book.	This academic initiative includes group discussions, brown bag events and workshops about the book that will offer an opportunity for discussion and dialogue between faculty, staff and Students.
The CTL will continue to offer conversations on creating teachable moments revolving around visible and invisible diversity in the classrooms.	The goal of these conversations will be to start crafting a sustained approach to this critical matter.
Domestic Violence Workshops and Roundtable	The goal is to foster a safe environment where faculty, staff, and students feel supported, can learn about additional resources and educate themselves.

C. ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

The College's Action-Oriented programs benefit from University-wide recruitment, diversity, and compliance programs; the University:

- Sends job postings to State Workforce Agencies and Veterans' career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and underrepresented groups, and a participation in a national network dedicated to higher education recruiting;
- Maintains social media accounts for recruitment and employment branding;
- Promotes university-wide Civil Service examinations;
- Publishes guides and training materials on effective and compliant search practices
- Provides training and ongoing updates to Chief Diversity Officers.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam. Typical faculty vacancies are posted for 60 days and administrative vacancies are posted for 30 days
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
- A job application process where all candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, or disability status; information is kept confidentially and used to analyze the composition of applicant pools
- A committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

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

The Chief Diversity Officer conducts the following activities to promote management's participate in the Affirmative Action programs:

- Meets regularly with President and members of President's Cabinet to discuss compliance and diversity outreach issues

- Frequently discusses hiring issues such as diversifying applicant pools, addressing unintended bias, and meeting compliance requirements with managers, supervisors, and HR

- Promotes the attainment of placement goals

- Reviews and approves plans to conduct searches to fill job vacancies, both faculty and administrative. During the Plan year, "charge" meetings were conducted for search committee members. In the context of searches at CUNY, a "charge" is the term used for the notification of and instructions to the Search Committee about its goals and obligations. Some of the items covered in the "charge" address compliance, particularly compliance with Equal Employment Opportunity regulations and related CUNY guidelines.

- Oversees the College's recruitment and advertising programs to assure appropriate outreach to underrepresented groups.

D. INTERNAL AUDIT AND REPORTING

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

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

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

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

IX. INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

A. POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

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

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

It is also The University's policy to provide reasonable accommodations when appropriate to Individuals with Disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint. (Provide policy statements, including the required anti-retaliation statements, relative to Individuals with Disabilities and Veterans)

Further details on university policies are available on the web site at:

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

B. REVIEW OF PERSONNEL PROCESSES

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

The College asserts that its personnel processes do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limits their access to jobs for which they are qualified; further, the College makes efforts to assure Individuals with Disabilities and Veterans are represented media including college publications and web sites.

We invite employees to self-identify through an on-line system available in CUNY's Employee Self-Service Portal. We invite applicants to self-identify through CUNY's online recruiting system with each application. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information.

C. REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

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

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

D. REASONABLE ACCOMMODATION

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

The College contact accommodation requests is:
Name: Denise Gomez-Ramos
Title: Human Resources Manager
Phone: (718) 518-6802
Email: DGOMEZ-RAMOS@hostos.cuny.edu

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

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

Applicants for employment may request accommodations to physical and mental limitations during the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and ***http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Human-Resources/Reasonable-Accommodation***. The text of the statement is as follows:

Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the College's Human Resources office, or The University's Office of Recruitment and Diversity at jobs@cuny.edu, 205 East 42nd Street, 10th Floor, New York, New York 10017.

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

As per University policy, the College also provides reasonable accommodations to individuals based on religious practice.

In the last Plan Year:

- While recognizing that many requests are resolved through an informal process, the College responded to 12 official requests for accommodations from employees, for which the process was successfully concluded 10 times and appealed 0 times. At this time there are no outstanding appeals.

- There were no requests for reasonable accommodations from job applicants.

- The College upgraded campus facilities to improve access to the "B" Building's 4th Floor. In addition, a wheel chair lift was installed which links the B and C buildings on the College campus.

- There were also a number of additional/ongoing improvements made to the campus. The Accessibility Resource Center (ARC) purchased additional equipment and software to assist students that have accessibility needs. The Computers at the Testing Center were reconfigured to use a more reliable screen reader software. In addition, a recorded lecture transcription for the pilot courses, which are part of the Lecture Capture initiative, was implemented. The College Website was also modified to become more compliant with Section 508 Web Accessibility standards. Additionally, accessibility is taken into consideration whenever there is new furniture for classroom updates and for the use of common spaces.

E. HARASSMENT PREVENTION PROCEDURES

The University has developed procedures to ensure that Individuals with Disabilities or Protected Veterans are not harassed. (See Section A above, *Policy Statements on Equal Employment Opportunity*). As specified in our policy, the 504/ADA Coordinator, Lauren Gretina, is 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.

F. EXTERNAL DISSEMINATION OF POLICY

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

The University also its Non-Discrimination Policy in the New York Times twice each year, and on its employment web site (Click for CUNY's Employment Page (www.cuny.edu/employment.html)).

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

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

G. OUTREACH AND POSITIVE RECRUITING

In the last Plan Year, through outreach efforts, the College increased its program enrollment in the Accessibility Resource Center by 21%.

The College also undertook numerous targeted efforts for outreach to Veterans and Individuals with Disabilities.

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

Table 7
Summary of Outreach Efforts for Veterans and Individuals with Disabilities, 2016-2017

Program / Effort	Impact/Discussion
"Spotlight" on Dyslexia: This consisted of three seminars on dyslexia, language, and learning.	The goal was to assist students in completing their academic programs by efficiently managing their disability issues.
"Getting Rid Of The Stigma: Demystifying Disability"	Faculty, Staff, and Students discussed topics such as strategies for negotiation, utilizing resources, and self-advocating.
Orientation (March 2017): The DOE presented an orientation for high school students with disabilities.	High School Students were given necessary information regarding the application process to Hostos.
Workshop (April 2017): Focused on the online bookstore and how it applies to students with print disabilities.	Informed faculty, students and staff regarding the online bookstore and how it applies to students with disabilities.
Workshops (May 2017): Workshops which focused on jobseekers with disabilities and understanding neurological diversity	Faculty and Staff discussed supporting jobseekers with disabilities and also discussed further understanding students with neurological diversity
How Can Academic Settings Better Serve Student Veterans?	Discussion between faculty, staff and students of how to better assist Student Veterans, questions were answered.
Veterans Day Seminar: Discussion of the needs and challenges faced by student veterans	This Seminar was geared towards providing an understanding of the needs and challenges faced by veteran students and how academic settings can become more inclusionary of this population.
Veterans Club Information Session	Provided valuable resources such as Veteran benefits and Veteran Club events.

Programs that the College plans to initiate for the coming year include but are not limited to the following:

Table 8
Planned Outreach for Veterans and Individuals with Disabilities, 2017-2018

Program / Effort	Goals/Expected Impact
The Accessibility Resource Center will partner with the Department of Education to present a "College is Possible Night" for high school student (and families). This event is scheduled for November 8, 2017.	This program will help students and their families to prepare for the transition from high school to college.
The Accessibility Resource Center will hold a workshop for faculty and staff: Striving for Excellence: Strategies for Reaching the Highest Standards for Disability Inclusion.	The goal is for faculty and staff to gain a better understanding of challenges that students with disabilities face and give techniques and strategies for how to be more inclusive in the classroom.
Workshop on Math Learning	A discussion for faculty, staff and students on the role of Structure of Affect in Math Learning.
Workshops on Technology, Different learning styles and Online Accessibility	These workshops allow for faculty, staff and students to better utilize assistance technology and embrace different learning styles.
Workshop on Online Accessibility	The goal is a better understanding and review of Online Accessibility.

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

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

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

- Filing the VETS-4212 report on an annual basis

- Veterans may apply for additional points added to Civil Service examination scores based on either Veteran or Disabled Veteran Status as defined by State of New York statute (points are granted only where the Veteran has received a minimum passing score on the examination)

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

H. INTERNAL DISSEMINATION OF POLICY

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

- Including the policies in the manuals and other in-house publications
- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation
- Scheduling training sessions for employees involved in recruitment, selection, and promotion decision-making
- Discussing policies thoroughly in both employee orientation and management training programs
- Including articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications
- Posting the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featuring persons who are Individuals with Disabilities in handbooks or similar publications.

I. RESPONSIBILITY FOR IMPLEMENTATION

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

1. The President

The President is responsible for the implementation of the program and appoints the 504/ADA Coordinator to oversee College compliance activities. He/she provides senior management support and resources to manage the implementation of this program. Any issues uncovered in self-audits or reviews are ultimately reported to the President who oversees implementation of appropriate responses.

2. 504/ADA Coordinator

The President assigned the duties of the 504/ADA Coordinator to Lauren Gretina. Ms. Gretina's responsibilities include:

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

3. ***504/ADA Committee***

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

Professor Julie Trachman, Unit Coordinator, Natural Sciences Department (Biology)
Professor Elyse Zucker, English Department
Lauren Gretina, Chief Diversity Officer, Title IX Coordinator and ADA/504 Coordinator
Irene Gonzalez, Office Assistant, Registrar
Jason Libfeld, Student Life Manager, Student Life
Jerry Rosa, Director, Student Activities Office
Susan Miceli, Counselor, D101-R
Raymond Perez, Student Disabilities Services

4. ***College Officials***

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

5. ***University Management***

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

http://www2.cuny.edu/about/administration/offices/hr/diversity-and-recruitment/#cuny_workforcedeomographics

J. TRAINING

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

The Human Relations Coordinator attended three Recruiter Network meetings at Central and also took part in four conference calls. Those Recruiter Network meetings included "Outreach to Individuals with Disabilities." The CDO also took part in Recruiter meetings at Central.

K. AUDIT AND REPORTING SYSTEM

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

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

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

L. BENCHMARK COMPARISONS

The federal guideline for utilization of Individuals with Disabilities is 7%. **Appendix H** details the utilization of Individuals with Disabilities by Job Group.

As of March 2017, the federal benchmark Hiring Rate for Veterans is 6.7%. **Appendix I** provides a calculation of hiring rates.

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

X. APPENDICES

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

D. ACADEMIC DEPARTMENTS BY DISCIPLINE / PROGRAM AND COLLEGE LAB TECHNICIAN CATEGORIES

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

F. PERSONNEL ACTIVITY TABLE-EMPLOYEES

G. SUMMARY OF RECRUITMENT ACTIVITY

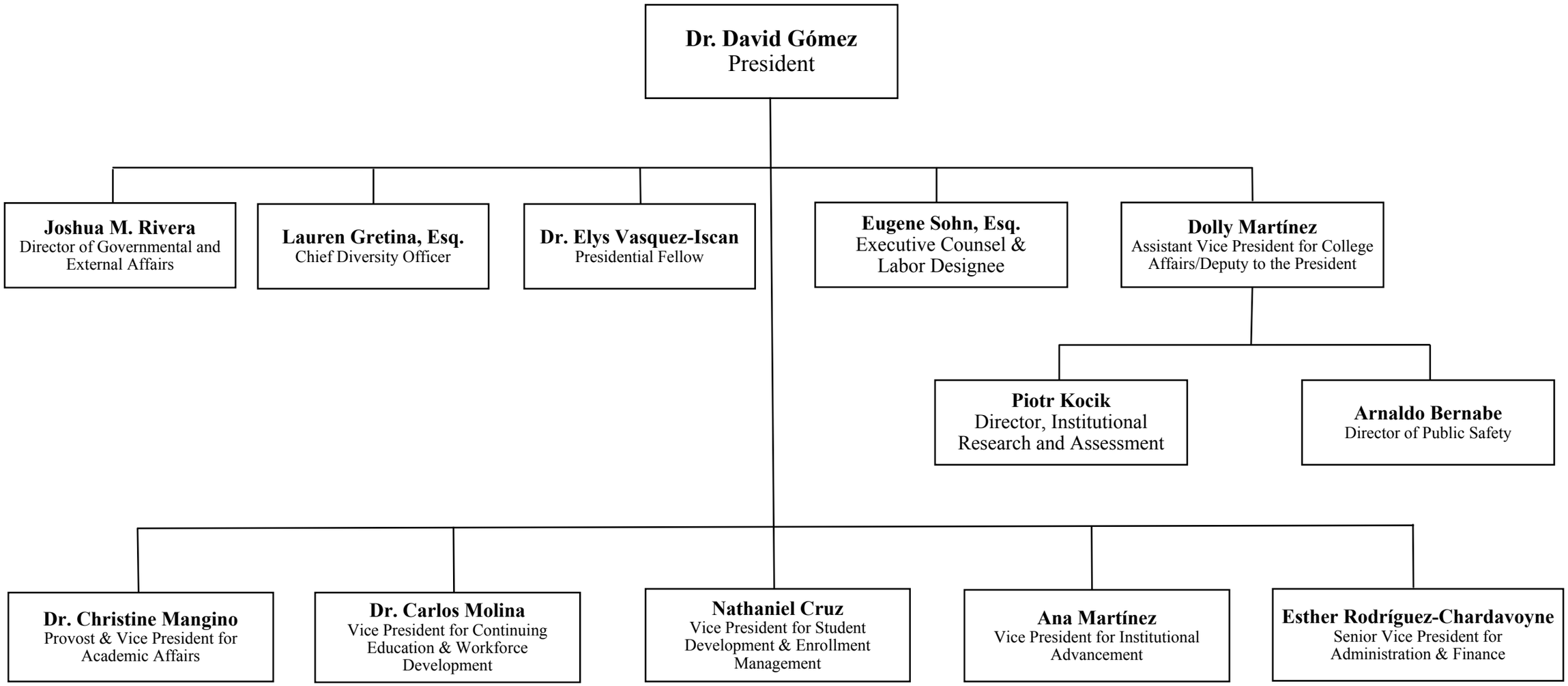
H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

I. HIRING RATES FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

This Appendix provides a high-level organization chart.

HOSTOS COMMUNITY COLLEGE

EXECUTIVE ORGANIZATIONAL CHART



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

Hostos Community College

To: **Campus Community**

From: **David Gómez, Ed.D.**
President

Date: **September 1, 2016**

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

The City University of New York (CUNY) has a long-standing commitment to diversity and equal opportunity in all aspects of employment practices. At Hostos Community College, I fully support the policies and practices that we have implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace. It is my personal belief that CUNY is enriched by the strengths of the people and perspectives represented here.

Accordingly, I am committed to oversee Hostos Community College's compliance with the CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

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

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

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

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Hostos CC

This report lists only those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets.

For each group, there is also a description of labor market availability factors to be utilized in later exhibits. Factor 1 (LMA Factor 1) represents an external Labor Market availability factor. Factor 2 (LMA Factor 2) represents an internal Labor Market availability factor, if any (e.g., employees with eligibility to be promoted into the title).

Comments are provided summarizing changes from prior years' reports and other relevant information.

623 Employees

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

16 Employee(s) in Group

Executive Compensation Plan (Other Than Chief Executive)

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

Titles Included in Group

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

Administration 2 (Manager)

67 Employee(s) in Group

Manager-Level Administrators

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

Titles Included in Group

HE Associate	36 Employee(s) in Title
HE Officer	31 Employee(s) in Title

Facility Manager

2 Employee(s) in Group

Facility Superintendents (Managerial)

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

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

Titles Included in Group

Admin Supt Builds Grds	1 Employee(s) in Title
Chief Admin Supt - Competitive	1 Employee(s) in Title

Security Manager

3 Employee(s) in Group

Campus Security Managers (Managerial)

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

Titles Included in Group

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

Category: Professional Faculty

Faculty-Developmental — 19 Employee(s) in Group

Development Program Faculty

In 2017, added to accommodate new CUNY START and CUNY CLIP program faculty and related programs.

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

Titles Included in Group

CLIP Instructor	11 Employee(s) in Title
CUNY Start Instructor	8 Employee(s) in Title

Faculty-Instructor — 3 Employee(s) in Group

Instructor Faculty, excluding Instructor Librarians

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

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

Titles Included in Group

Instructor	3 Employee(s) in Title

Faculty-Lecturer — 32 Employee(s) in Group

Lecturer Faculty, excluding Lecturer Librarians

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

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

Titles Included in Group

Dist Lecturer	1 Employee(s) in Title
Lecturer	30 Employee(s) in Title
Lecturer Doct Sch	1 Employee(s) in Title

Faculty-Professorial — 155 Employee(s) in Group

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians)

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

LMA Factor 1	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields	Weighted At	100.00%
LMA Factor 2	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.	Weighted At	100.00%

Titles Included in Group

Assc Professor	33 Employee(s) in Title
Asst Professor	86 Employee(s) in Title
Dist Professor	1 Employee(s) in Title
Professor	35 Employee(s) in Title

Category: Professional Non-Faculty

Accountant — 2 Employee(s) in Group

Accountants (Professionals)

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

Titles Included in Group

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

Administration 3 (Professional) — 115 Employee(s) in Group

Administrators (Professionals)

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

Titles Included in Group

Asst to HEO	46 Employee(s) in Title
HE Assistant	69 Employee(s) in Title

Disability Accomm. Specl — 1 Employee(s) in Group

Disability Accommodation Specialists

LMA Factor 1	As no unit has a minimum of five employees, no availability was calculated.	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Disability Accommodations Spec	1 Employee(s) in Title

IT Computer Professional — 16 Employee(s) in Group

Information Technology Professionals

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

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

Titles Included in Group

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

Category: Professional Non-Faculty

Nurse **1 Employee(s) in Group**

Nurses

LMA Factor 1	As no unit within CUNY has a minimum of five employees, no availability was calculated	Weighted At	100.00%
LMA Factor 2	NA	Weighted At	0.00%

Titles Included in Group

Nurse	1 Employee(s) in Title

Category: Technicians

Administration 4 (College Lab Tech) — 13 Employee(s) in Group

College Laboratory Technicians (abbrev CLT).

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

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

Titles Included in Group

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

IT Support Technician — 6 Employee(s) in Group

IT Technical Support Workers

In 2017, split from the Professional IT Staff

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

Titles Included in Group

IT Support Asst	6 Employee(s) in Title

Print Shop — 3 Employee(s) in Group

Print Shop and Related Tech Workers

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

Titles Included in Group

Graphics Designer	1 Employee(s) in Title
Print Shop Assistant	2 Employee(s) in Title

Category: Administrative Support Workers

Accountant Assistant — 5 Employee(s) in Group

Accounting Support Staff

In 2017, incorporated new CUNY Payroll Clerk title

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

Titles Included in Group

Asst Purchasing Agent	2 Employee(s) in Title
Finance Accountant Asst	3 Employee(s) in Title

Administrative Assistant — 10 Employee(s) in Group

Administrative Support Staff-Senior Level

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

Titles Included in Group

CUNY Admin Asst	10 Employee(s) in Title

Mail Services Worker — 3 Employee(s) in Group

Mail Services Workers

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

Titles Included in Group

Mail Message Svcs Worker	3 Employee(s) in Title

Office Assistant — 49 Employee(s) in Group

Administrative Support Staff-Entry Level

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

Titles Included in Group

CUNY Office Assistant	49 Employee(s) in Title

Category: Craft Workers

Basic Crafts-Buildings and Grounds — 6 Employee(s) in Group

Buildings and Grounds Workers

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

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

Titles Included in Group

Maintenance Worker	6 Employee(s) in Title

Laborers and Helpers — 6 Employee(s) in Group

Entry-Level Craft Workers

In 2017, split from Skilled Trades

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

Titles Included in Group

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

Skilled Trades — 14 Employee(s) in Group

Skilled Tradespeople

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

Titles Included in Group

Carpenter	1 Employee(s) in Title
Electrician	2 Employee(s) in Title
High Pressure Plant Tender	2 Employee(s) in Title
Locksmith	1 Employee(s) in Title
Oiler	2 Employee(s) in Title
Painter	2 Employee(s) in Title
Plumber	1 Employee(s) in Title
Stationary Engineer	3 Employee(s) in Title

Category: Craft Workers

Skilled Trades-Supervisor — 2 Employee(s) in Group

Skilled Trades Supervisors

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

Titles Included in Group

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

Category: Service Workers and Others

Campus Peace Officer-Level 1 — 28 Employee(s) in Group

Campus Security-Entry Level Staff

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

Titles Included in Group

Campus Peace Officer	18 Employee(s) in Title
Campus Security Asst	10 Employee(s) in Title

Campus Peace Officer-Level 2 — 1 Employee(s) in Group

Campus Security-Mid Level Staff

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

Titles Included in Group

Campus Peace Officer	1 Employee(s) in Title

Campus Peace Officer-Sergeant — 7 Employee(s) in Group

Campus Security Supervisors

LMA Factor 1	Internal Only	Weighted At	0.00%
LMA Factor 2	CUNY Permanent Campus Peace Officer Level 1 and 2	Weighted At	100.00%

Titles Included in Group

Campus Pub Safety Sergeant	5 Employee(s) in Title
Campus Security Specialist	2 Employee(s) in Title

Custodial — 32 Employee(s) in Group

Custodians-Entry Level

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

Titles Included in Group

Custodial Assistant	32 Employee(s) in Title

Custodial Supervisor — 6 Employee(s) in Group

Custodial Supervisors

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

Titles Included in Group

Custodial Asst Principal Supv	1 Employee(s) in Title
Custodial Principal Supv	1 Employee(s) in Title
Custodial Supervisor	4 Employee(s) in Title

Category: Service Workers and Others

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM Hostos CC

This is a listing of faculty department assignments and the disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYFirst HRIS System. Only those departments with assigned faculty are listed here. Groups with fewer than five faculty will not be included in utilization analyses.

Normally, Labor Market Availability for specific disciplines is obtained from Earned Degrees Conferred 2013-2014 in the discipline stated. Blended rate disciplines, and custom rates, are so noted.

209 Total Faculty

Biological and Biomedical Sciences AND Physical Sciences		**21 Faculty in Discipline**
Blended rate (average) of Biological and Biomedical Sciences / Physical Sciences for those departments which teach both disciplines.		
10225	Natural Sciences	21 Faculty in Department
Business, Management, Marketing, Support Services		**10 Faculty in Discipline**
10042	Business	10 Faculty in Department
Education		**27 Faculty in Discipline**
10134	Education	11 Faculty in Department
10176	Language & Cognition	16 Faculty in Department
Education - Developmental		**20 Faculty in Discipline**
65068	CLIP	19 Faculty in Department
75022	Counseling Center	1 Faculty in Department
English Language and Literature/Letters		**28 Faculty in Discipline**
10102	English	28 Faculty in Department
Health Professions and Related Programs		**26 Faculty in Discipline**
10310	Allied Health Sciences	26 Faculty in Department
Liberal Arts and Sciences, General Studies & Humanities		**23 Faculty in Discipline**
10115	Humanities	23 Faculty in Department
Library (Librarians/Non-Teaching)		**10 Faculty in Discipline**
70054	Library	10 Faculty in Department
Mathematics and Statistics		**23 Faculty in Discipline**
10195	Mathematics	23 Faculty in Department
Social Sciences		**21 Faculty in Discipline**
10280	Behavioral & Social Sciences	21 Faculty in Department

APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

Hostos CC

This is a listing of academic department assignments and their mapping for the assignment of employees in the Administration 4 Group (College Laboratory Technicians) to a general purpose.

College Laboratory Technician Groups are "College Laboratory Technician - Science, Technology, and Engineering" and "All Other College Laboratory Technicians".

Note that groups of fewer than five will not be included the later utilization analyses.

13 Total Lab Tech(s)

	CLT-SCI-TECH-ENG		**9 College Lab Tech(s)**
10310	Allied Health Sciences	4	College Lab Tech(s) in Department
70054	Library	1	College Lab Tech(s) in Department
10033	Natural Sciences	4	College Lab Tech(s) in Department
	CLT-OTHER		**4 College Lab Tech(s)**
75012	Athletics & Recreation	1	College Lab Tech(s) in Department
10115	Humanities	3	College Lab Tech(s) in Department

APPENDIX E-1 ADMINISTRATOR/STAFF UTILIZATION BY JOB GROUP — Hostos CC

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

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks indicate no underutilization.

Underutilization numbers for females and for total minority represent specific "placement goals" as prescribed for Federal Affirmative Action Plans.

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

Category: Executive/Administrative/Managerial

Job Group Administration 1 (Executives) 16 in Job Group

Executive Compensation Plan (Other Than Chief Executive)

Employees in this group hold the following title(s):

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

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	9	12	2	1	9
Underutilized?				Y	
# Underutilized				1	
Actual Util%	56.3%	75.0%	12.5%	6.3%	56.3%
Labor Market%	49.3%	29.7%	8.5%	11.1%	8.9%

Category: Executive/Administrative/Managerial

Job Group Administration 2 67 in Job Group

Manager-Level Administrators

Employees in this group hold the following title(s):

04075 HE Associate

04097 HE Officer

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	43	48	6	11	30
Underutilized?					
# Underutilized					
Actual Util%	64.2%	71.6%	9.0%	16.4%	44.8%
Labor Market%	59.9%	41.4%	10.6%	16.3%	13.5%

Category: Professional Non-Faculty

Job Group Administration 3 115 in Job Group

Administrators (Professionals)

Employees in this group hold the following title(s):

04017 Asst to HEO

04099 HE Assistant

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	84	106	4	35	64
Underutilized?			Y		
# Underutilized			7		
Actual Util%	73.0%	92.2%	3.5%	30.4%	55.7%
Labor Market%	61.1%	37.6%	9.6%	14.3%	12.0%

Category: Professional Non-Faculty

Job Group IT Computer Professional 16 in Job Group

Information Technology Professionals

Employees in this group hold the following title(s):

04877 IT Associate

04875 IT Asst

04029 IT Bus Data Rep Analyst

04880 IT Sr Associate

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	2	15	2	0	11
Underutilized?	Y		Y	Y	
# Underutilized	2		1	1	
Actual Util%	12.5%	93.8%	12.5%	0.0%	68.8%
Labor Market%	26.4%	33.6%	19.7%	7.1%	5.4%

Category: Administrative Support Workers

Job Group Administrative Assistant 10 in Job Group

Administrative Support Staff-Senior Level

Employees in this group hold the following title(s):

04804 CUNY Admin Asst

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	8	10	0	5	4
Underutilized?			Y		
# Underutilized			1		
Actual Util%	80.0%	100.0%	0.0%	50.0%	40.0%
Labor Market%	91.1%	74.0%	8.0%	38.1%	27.0%

Category: Administrative Support Workers

Job Group Office Assistant 49 in Job Group

Administrative Support Staff-Entry Level

Employees in this group hold the following title(s):

04802 CUNY Office Assistant

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	45	47	2	12	32
Underutilized?					
# Underutilized					
Actual Util%	91.8%	95.9%	4.1%	24.5%	65.3%
Labor Market%	89.9%	26.5%	3.7%	11.6%	9.8%

Category: Administrative Support Workers

Job Group Accountant Asst 5 in Job Group

Accounting Support Staff

Employees in this group hold the following title(s):

12120 Asst Purchasing Agent

04800 Finance Accountant Asst

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	4	5	1	1	3
Underutilized?					
# Underutilized					
Actual Util%	80.0%	100.0%	20.0%	20.0%	60.0%
Labor Market%	50.8%	26.7%	11.8%	7.8%	5.9%

Category: Craft Workers

Job Group Skilled Trades 14 in Job Group

Skilled Tradespeople

Employees in this group hold the following title(s):

04899	Carpenter
91717	Electrician
91650	High Pressure Plant Tender
04905	Locksmith
04891	Oiler
91830	Painter
91915	Plumber
04915	Stationary Engineer

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	5	0	1	3
Underutilized?	Y		Y		
# Underutilized	0		0		
Actual Util%	0.0%	35.7%	0.0%	7.1%	21.4%
Labor Market%	2.5%	29.7%	2.6%	7.0%	18.7%

Category: Craft Workers

Job Group Basic Crafts-Buildings and Grounds 6 in Job Group

Buildings and Grounds Workers

Employees in this group hold the following title(s):

90698 Maintenance Worker

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	2	0	1	1
Underutilized?	Y	Y	Y		Y
# Underutilized	1	1	0		1
Actual Util%	0.0%	33.3%	0.0%	16.7%	16.7%
Labor Market%	20.0%	42.4%	2.3%	12.6%	26.0%

Category: Craft Workers

Job Group Laborers and Helpers 6 in Job Group

Entry-Level Craft Workers

Employees in this group hold the following title(s):

91722	Electrician Helper
90702	Laborer
91916	Plumber Helper
12200	Stock Worker

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	0	4	0	2	2
Underutilized?	Y		Y		
# Underutilized	1		0		
Actual Util%	0.0%	66.7%	0.0%	33.3%	33.3%
Labor Market%	17.0%	33.7%	2.6%	11.6%	18.2%

Category: Technicians

Job Group IT Support Technician 6 in Job Group

IT Technical Support Workers

Employees in this group hold the following title(s):

04865 IT Support Asst

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	1	6	0	1	5
Underutilized?	Y		Y		
# Underutilized	1		1		
Actual Util%	16.7%	100.0%	0.0%	16.7%	83.3%
Labor Market%	29.0%	32.6%	10.4%	11.7%	9.0%

Category: Service Workers and Others

Job Group CPO Sergeant 7 in Job Group

Campus Security Supervisors

Employees in this group hold the following title(s):

04846 Campus Pub Safety Sergeant

04845 Campus Security Specialist

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	1	7	1	3	3
Underutilized?	Y			Y	
# Underutilized	1			1	
Actual Util%	14.3%	100.0%	14.3%	42.9%	42.9%
Labor Market%	22.6%	85.9%	6.1%	55.1%	23.8%

Category: Service Workers and Others

Job Group CPO Level 1 28 in Job Group

Campus Security-Entry Level Staff

Employees in this group hold the following title(s):

04844 Campus Peace Officer

04841 Campus Security Asst

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	9	26	1	12	12
Underutilized?			Y		
# Underutilized			1		
Actual Util%	32.1%	92.9%	3.6%	42.9%	42.9%
Labor Market%	28.4%	66.7%	7.1%	28.1%	29.3%

Category: Service Workers and Others

Job Group Custodial Supv 6 in Job Group

Custodial Supervisors

Employees in this group hold the following title(s):

80560 Custodial Asst Principal Supv

80561 Custodial Principal Supv

04862 Custodial Supervisor

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	1	6	0	4	2
Underutilized?	Y		Y		
# Underutilized	1		0		
Actual Util%	16.7%	100.0%	0.0%	66.7%	33.3%
Labor Market%	29.0%	40.0%	2.4%	13.8%	22.1%

Category: Service Workers and Others

Job Group Custodial 32 in Job Group

Custodians-Entry Level

Employees in this group hold the following title(s):

04861 Custodial Assistant

	Female	**Total Minority**	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Employees	9	32	0	12	20
Underutilized?			Y		
# Underutilized			1		
Actual Util%	28.1%	100.0%	0.0%	37.5%	62.5%
Labor Market%	27.3%	48.9%	2.8%	15.6%	28.8%

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY Hostos CC

This is a review of utilization, and underutilization, of protected groups by College Laboratory Technician Group. A group is displayed only when there are five or more employees assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks represent no underutilization.

Underutilization numbers for females and for total minority represent specific "placement goals" as prescribed for Federal Affirmative Action Plans.

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

College Lab Tech - Science, Tech, Eng. 9 Staff

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

10077	Allied Health Sciences
70054	Library
10033	Natural Sciences

	Female	**Total Minority**	Asian, Hawaiian, Other PI	Black/African American	Hispanic/ Latino inc PR
Lab Tech Staff	5	8	0	2	6
Underutilized?			Y		
# Underutilized			1		
Actual Util%	55.6%	88.9%	0.0%	22.2%	66.7%
Labor Market%	27.8%	30.0%	12.9%	8.0%	7.0%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM Hostos CC

This is a review of utilization, and underutilization, of protected groups by academic program, for faculty. Only those disciplines with five or more faculty are included here.

Underutilization occurs where the utilization of a protected group is less than 80% of the utilization projected in the relevant labor market. Where utilization is "Y" a number is provided approximating the number of full-time employees that would have needed to be added to make utilization equal to the labor market. Where utilization is "Y" and the number is zero (0), this indicates that underutilization exists but not to the level of one full-time equivalent when numbers were rounded. Blanks indicate no underutilization.

Underutilization numbers for females and for total minority represent specific "placement goals" as prescribed for Federal Affirmative Action Plans.

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

Biological and Biomedical Sciences AND Physical Sciences

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

10225 Natural Sciences

Job Group Faculty-Professorial

21 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	9	10	4	0	6
Underutilized?				Y	
# Underutilized				1	
Actual Util%	42.9%	47.6%	19.0%	0.0%	28.6%
Labor Market%	43.3%	20.6%	9.9%	4.1%	5.1%

Business, Management, Marketing, Support Services

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

10064 Business

Job Group Faculty-Professorial

5 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	2	4	0	1	3
Underutilized?			Y		
# Underutilized			0		
Actual Util%	40.0%	80.0%	0.0%	20.0%	60.0%
Labor Market%	43.9%	33.6%	7.1%	20.8%	4.5%

Education

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

10134	Education
10176	Language & Cognition

Job Group Faculty-Professorial

20 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	14	9	0	3	6
Underutilized?			Y		
# Underutilized			1		
Actual Util%	70.0%	45.0%	0.0%	15.0%	30.0%
Labor Market%	68.2%	30.3%	3.6%	18.2%	6.8%

Job Group Faculty-Lecturer

7 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	5	4	0	1	3
Underutilized?			Y		
# Underutilized			0		
Actual Util%	71.4%	57.1%	0.0%	14.3%	42.9%
Labor Market%	76.9%	21.4%	3.6%	8.4%	8.3%

Education - Developmental

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

65068	CLIP
75022	Counseling Center

Job Group Faculty-Developmental

19 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	11	9	1	6	2
Underutilized?			Y		
# Underutilized			0		
Actual Util%	57.9%	47.4%	5.3%	31.6%	10.5%
Labor Market%	61.7%	24.9%	6.6%	6.6%	9.3%

English Language and Literature/Letters

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

10102 English

Job Group Faculty-Professorial

22 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	10	4	1	0	3
Underutilized?	Y			Y	
# Underutilized	3			1	
Actual Util%	45.5%	18.2%	4.5%	0.0%	13.6%
Labor Market%	60.0%	12.6%	3.5%	3.4%	3.9%

Job Group Faculty-Lecturer

6 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	3	2	0	2	0
Underutilized?	Y		Y		Y
# Underutilized	1		0		0
Actual Util%	50.0%	33.3%	0.0%	33.3%	0.0%
Labor Market%	66.4%	18.1%	3.5%	6.1%	6.2%

Health Professions and Related Programs

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

10211 Allied Health Sciences

Job Group Faculty-Professorial

25 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	16	16	4	6	5
Underutilized?					
# Underutilized					
Actual Util%	64.0%	64.0%	16.0%	24.0%	20.0%
Labor Market%	73.9%	25.2%	8.6%	10.3%	4.5%

Liberal Arts and Sciences, General Studies & Humanities

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

10115 Humanities

Job Group Faculty-Professorial

18 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	7	9	0	1	7
Underutilized?	Y		Y		
# Underutilized	3		1		
Actual Util%	38.9%	50.0%	0.0%	5.6%	38.9%
Labor Market%	54.2%	12.2%	3.8%	4.7%	0.9%

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group Faculty-Professorial

10 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	8	6	2	2	2
Underutilized?					
# Underutilized					
Actual Util%	80.0%	60.0%	20.0%	20.0%	20.0%
Labor Market%	79.4%	14.3%	1.6%	6.8%	5.4%

Mathematics and Statistics

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

10195 Mathematics

Job Group Faculty-Professorial

17 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	7	9	3	2	4
Underutilized?					
# Underutilized					
Actual Util%	41.2%	52.9%	17.6%	11.8%	23.5%
Labor Market%	28.8%	16.4%	8.5%	2.7%	3.6%

Job Group Faculty-Lecturer

6 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	1	6	0	3	3
Underutilized?	Y		Y		
# Underutilized	1		1		
Actual Util%	16.7%	100.0%	0.0%	50.0%	50.0%
Labor Market%	41.4%	29.4%	19.6%	4.1%	3.6%

Social Sciences

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

10280 Behavioral & Social Sciences

Job Group Faculty-Professorial

17 Faculty in Discipline

	Female	Total Minority	Asian, Hawaiian, Other Pac Isl	Black/African American	Hispanic/ Latino inc Puerto Rican
Faculty	7	9	0	3	6
Underutilized?			Y		
# Underutilized			1		
Actual Util%	41.2%	52.9%	0.0%	17.6%	35.3%
Labor Market%	48.4%	21.0%	6.8%	5.8%	6.5%

APPENDIX F - PERSONNEL ACTIVITY (EMPLOYEES) Hostos CC

This appendix provides tables with detail on personnel activities in general by ethnicity and gender followed by a detail about faculty tenure actions.

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity

JOB GROUP	ACTIVITY CATEGORY	Minority Status					Not Minority	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic	Two/More Races	Total Minority	White	
Accountants								
	Joined Group	0	0	0	0	**0**	0	**0**
	Left Group	0	0	1	0	**1**	0	**1**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Admin1 - Executives								
	Joined Group	0	0	1	0	**1**	1	**2**
	Left Group	0	0	0	0	**0**	0	**0**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	1	0	0	0	**1**	0	**1**
Admin2 - Managers								
	Joined Group	0	0	2	1	**3**	4	**7**
	Left Group	0	4	1	0	**5**	1	**6**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	1	**1**
Admin3 - Administrators								
	Joined Group	0	5	15	0	**20**	2	**22**
	Left Group	2	8	24	1	**35**	3	**38**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	1	3	8	0	**12**	1	**13**
Admin4-College Lab Technicians								
	Joined Group	0	0	0	0	**0**	0	**0**
	Left Group	0	0	2	0	**2**	0	**2**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Basic Crafts - Buildings & Grounds								
	Joined Group	0	0	0	0	**0**	2	**2**
	Left Group	0	0	0	0	**0**	0	**0**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Campus Peace Officer-L-1								
	Joined Group	0	4	1	0	**5**	2	**7**
	Left Group	0	4	4	0	**8**	0	**8**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Campus Public Safety Sergeant								
	Joined Group	0	1	0	0	**1**	0	**1**
	Left Group	0	1	0	0	**1**	0	**1**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
CUNY Administrative Asst								
	Joined Group	0	0	1	0	**1**	0	**1**
	Left Group	0	0	0	0	**0**	0	**0**
	Move within Job Group	0	0	1	0	**1**	0	**1**
	Status Change	0	0	0	0	**0**	0	**0**
CUNY Office Assistants								
	Joined Group	2	5	4	0	**11**	1	**12**
	Left Group	1	3	5	0	**9**	1	**10**
	Move within Job Group	0	0	2	0	**2**	0	**2**
	Status Change	0	0	0	0	**0**	0	**0**
Custodial								
	Joined Group	0	2	3	0	**5**	0	**5**
	Left Group	0	2	6	0	**8**	0	**8**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Custodial - Supervisory								
	Joined Group	0	2	2	0	**4**	0	**4**
	Left Group	0	0	4	0	**4**	0	**4**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**

Appendix F-1 Personnel Activity Table By Job Group and Ethnicity

JOB GROUP	ACTIVITY CATEGORY	Minority Status					Not Minority	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic	Two/More Races	Total Minority	White	
Faculty - Developmental								
	Joined Group	1	6	2	0	**9**	10	**19**
	Left Group	0	0	0	0	**0**	0	**0**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Faculty - Instructors								
	Joined Group	0	1	1	0	**2**	0	**2**
	Left Group	0	0	0	0	**0**	0	**0**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	1	0	0	**1**	0	**1**
Faculty - Lecturers								
	Joined Group	1	1	4	0	**6**	0	**6**
	Left Group	1	2	4	0	**7**	1	**8**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	1	0	**1**	0	**1**
Faculty - Professorial								
	Joined Group	1	3	3	0	**7**	7	**14**
	Left Group	0	1	2	0	**3**	10	**13**
	Move within Job Group	0	0	1	0	**1**	2	**3**
	Status Change	0	2	0	0	**2**	0	**2**
Info Tech - Managerial								
	Joined Group	0	0	0	0	**0**	1	**1**
	Left Group	0	0	0	0	**0**	1	**1**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Info Tech - Professional								
	Joined Group	0	0	0	0	**0**	0	**0**
	Left Group	1	0	1	0	**2**	0	**2**
	Move within Job Group	0	0	3	0	**3**	1	**4**
	Status Change	0	0	0	0	**0**	0	**0**
Info Tech - Technician								
	Joined Group	0	0	0	0	**0**	0	**0**
	Left Group	1	0	0	0	**1**	0	**1**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Laborers & Helpers								
	Joined Group	0	0	1	0	**1**	0	**1**
	Left Group	0	0	2	0	**2**	1	**3**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Nurses								
	Joined Group	0	0	0	0	**0**	0	**0**
	Left Group	0	0	1	0	**1**	0	**1**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Skilled Trades								
	Joined Group	0	0	0	0	**0**	1	**1**
	Left Group	0	0	0	0	**0**	3	**3**
	Move within Job Group	0	0	0	0	**0**	0	**0**
	Status Change	0	0	0	0	**0**	0	**0**
Grand Totals								
	Joined Group	**5**	**30**	**40**	**1**	**76**	**31**	**107**
	Left Group	**6**	**25**	**57**	**1**	**89**	**21**	**110**
	Move within Job Group	**0**	**0**	**7**	**0**	**7**	**3**	**10**
	Status Change	**2**	**6**	**9**	**0**	**17**	**2**	**19**

Appendix F-2 Personnel Activity Table By Job Group and Gender

JOB GROUP	ACTIVITY CATEGORY	Female	Male	TOTAL ACTIVITY
Accountants				
	Joined Group	0	0	**0**
	Left Group	1	0	**1**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Admin1 - Executives				
	Joined Group	2	0	**2**
	Left Group	0	0	**0**
	Move within Job Group	0	0	**0**
	Status Change	0	1	**1**
Admin2 - Managers				
	Joined Group	5	2	**7**
	Left Group	3	3	**6**
	Move within Job Group	0	0	**0**
	Status Change	0	1	**1**
Admin3 - Administrators				
	Joined Group	17	5	**22**
	Left Group	31	7	**38**
	Move within Job Group	0	0	**0**
	Status Change	10	3	**13**
Admin4-College Lab Technicians				
	Joined Group	0	0	**0**
	Left Group	2	0	**2**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Basic Crafts - Buildings & Grounds				
	Joined Group	0	2	**2**
	Left Group	0	0	**0**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Campus Peace Officer-L-1				
	Joined Group	3	4	**7**
	Left Group	1	7	**8**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Campus Public Safety Sergeant				
	Joined Group	0	1	**1**
	Left Group	0	1	**1**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
CUNY Administrative Asst				
	Joined Group	1	0	**1**
	Left Group	0	0	**0**
	Move within Job Group	1	0	**1**
	Status Change	0	0	**0**

Appendix F-2 Personnel Activity Table By Job Group and Gender

JOB GROUP	ACTIVITY CATEGORY	Female	Male	TOTAL ACTIVITY
CUNY Office Assistants				
	Joined Group	10	2	**12**
	Left Group	9	1	**10**
	Move within Job Group	2	0	**2**
	Status Change	0	0	**0**
Custodial				
	Joined Group	2	3	**5**
	Left Group	2	6	**8**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Custodial - Supervisory				
	Joined Group	0	4	**4**
	Left Group	0	4	**4**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Faculty - Developmental				
	Joined Group	11	8	**19**
	Left Group	0	0	**0**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Faculty - Instructors				
	Joined Group	0	2	**2**
	Left Group	0	0	**0**
	Move within Job Group	0	0	**0**
	Status Change	0	1	**1**
Faculty - Lecturers				
	Joined Group	4	2	**6**
	Left Group	5	3	**8**
	Move within Job Group	0	0	**0**
	Status Change	1	0	**1**
Faculty - Professorial				
	Joined Group	5	9	**14**
	Left Group	8	5	**13**
	Move within Job Group	1	2	**3**
	Status Change	2	0	**2**
Info Tech - Managerial				
	Joined Group	0	1	**1**
	Left Group	0	1	**1**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Info Tech - Professional				
	Joined Group	0	0	**0**
	Left Group	0	2	**2**
	Move within Job Group	1	3	**4**
	Status Change	0	0	**0**

Appendix F-2 Personnel Activity Table By Job Group and Gender

JOB GROUP	ACTIVITY CATEGORY	Female	Male	TOTAL ACTIVITY
Info Tech - Technician				
	Joined Group	0	0	**0**
	Left Group	1	0	**1**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Laborers & Helpers				
	Joined Group	0	1	**1**
	Left Group	0	3	**3**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Nurses				
	Joined Group	0	0	**0**
	Left Group	1	0	**1**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Skilled Trades				
	Joined Group	0	1	**1**
	Left Group	0	3	**3**
	Move within Job Group	0	0	**0**
	Status Change	0	0	**0**
Grand Totals				
	Joined Group	**60**	**47**	**107**
	Left Group	**64**	**46**	**110**
	Move within Job Group	**5**	**5**	**10**
	Status Change	**13**	**6**	**19**

Appendix F-3 Tenure Activity by Department, Title and Ethnicity

DEPARTMENT	ACTIVITY CATEGORY	TITLE	Minority Status				Not Minority	TOTAL ACTIVITY
			Asian	Black/African American	Hispanic	Total Minority	White	
Behavorial & Social Sciences								
	Awarded Tenure/CCE	(Assc Professor)	0	0	0	**0**	1	**1**
Education								
	Awarded Tenure/CCE	Lecturer (Doct Sch)	0	0	0	**0**	1	**1**
English								
	Awarded Tenure/CCE	(Asst Professor)	0	0	0	**0**	1	**1**
Grand Totals								
	Awarded Tenure/CCE	(Asst Professor) (Assc Professor) Lecturer (Doct Sch)	**0**	**0**	**0**	**0**	**3**	**3**

Appendix F-4 Tenure Activity by Department, Title and Gender

DEPARTMENT	ACTIVITY CATEGORY	TITLE	Female	Male	TOTAL ACTIVITY
Behavioral & Social Sciences					
	Awarded Tenure/CCE	(Assc Professor)	0	1	**1**
Education					
	Awarded Tenure/CCE	Lecturer (Doct Sch)	0	1	**1**
English					
	Awarded Tenure/CCE	(Asst Professor)	1	0	**1**
Grand Totals					
	Awarded Tenure/CCE	(Asst Professor) (Assc Professor) Lecturer (Doct Sch)	**1**	**2**	**3**

APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

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This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer between July 1, 2016 and May 31, 2017.

Appendix G-1 Recruiting Activity Table By Job Group and Ethnicity

JOB GROUP	ACTIVITY CATEGORY	Minority Status						Not Minority	Not Minority	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic	Amer. Indian	Two/More Races	Total Minority	White	Unknown	
Admin1 - Executives										
	Applicants	14	57	62	0	7	**140**	57	46	**243**
	Interviews	1	2	1	0	1	**5**	8	0	**13**
	Offers	1	0	1	0	0	**2**	1	0	**3**
	No Interviews	13	55	61	0	6	**135**	49	46	**230**
Admin2 - Managers										
	Applicants	32	163	125	0	17	**337**	81	19	**437**
	Interviews	1	11	7	0	0	**19**	7	1	**27**
	Offers	0	0	2	0	1	**3**	4	0	**7**
	No Interviews	31	152	118	0	17	**318**	74	18	**410**
Admin3 - Administrators										
	Applicants	264	1070	1073	15	66	**2488**	518	346	**3352**
	Interviews	13	56	65	0	3	**137**	13	10	**160**
	Offers	1	8	24	0	0	**33**	3	0	**36**
	No Interviews	251	1014	1008	15	63	**2351**	505	336	**3192**
Basic Crafts - Buildings & Grounds										
	Applicants	0	3	2	1	0	**6**	3	2	**11**
	Interviews	0	0	0	0	0	**0**	1	2	**3**
	Offers	0	0	0	0	0	**0**	2	2	**4**
	No Interviews	0	3	2	1	0	**6**	2	0	**8**
Campus Peace Officer-L-1										
	Applicants	0	5	2	0	0	**7**	0	5	**12**
	Interviews	0	1	0	0	0	**1**	0	5	**6**
	Offers	0	4	1	0	0	**5**	2	5	**12**
	No Interviews	0	4	2	0	0	**6**	0	0	**6**
CUNY Office Assistants										
	Applicants	5	7	9	0	1	**22**	4	1	**27**
	Interviews	2	5	3	0	0	**10**	1	1	**12**
	Offers	2	5	3	0	0	**10**	1	1	**12**
	No Interviews	3	2	6	0	1	**12**	3	0	**15**
Custodial Assts										
	Applicants	16	238	162	10	0	**426**	43	20	**489**
	Interviews	0	2	2	0	0	**4**	0	0	**4**
	Offers	0	2	3	0	0	**5**	0	0	**5**
	No Interviews	16	236	160	10	0	**422**	43	20	**485**
Custodial - Supervisory										
	Applicants	4	55	50	1	1	**111**	14	3	**128**
	Interviews	0	5	2	0	0	**7**	0	0	**7**
	Offers	0	2	2	0	0	**4**	0	0	**4**
	No Interviews	4	50	48	1	1	**104**	14	3	**121**
Faculty - Developmental										
	Applicants	0	0	0	0	0	**0**	0	0	**0**
	Interviews	0	0	0	0	0	**0**	0	0	**0**
	Offers	1	6	2	0	0	**9**	10	0	**19**
	No Interviews	0	0	0	0	0	**0**	0	0	**0**
Faculty - Instructors										
	Applicants	18	41	14	1	3	**77**	35	4	**116**
	Interviews	1	3	0	0	0	**4**	2	0	**6**
	Offers	0	1	0	0	0	**1**	0	0	**1**
	No Interviews	17	38	14	1	3	**73**	33	4	**110**
Faculty - Lecturers										
	Applicants	23	29	19	1	0	**72**	37	5	**114**
	Interviews	1	4	2	0	0	**7**	1	0	**8**
	Offers	1	1	5	0	0	**7**	0	0	**7**
	No Interviews	22	25	17	1	0	**65**	36	5	**106**
Faculty - Professorial										
	Applicants	54	80	95	4	1	**234**	207	41	**482**
	Interviews	8	9	12	0	0	**29**	27	6	**62**
	Offers	1	5	5	0	0	**11**	7	0	**18**
	No Interviews	46	71	83	4	1	**205**	180	35	**420**
Info Tech - Managerial										
	Applicants	38	35	39	1	2	**115**	80	19	**214**
	Interviews	2	0	3	0	0	**5**	2	0	**7**
	Offers	0	0	0	0	0	**0**	1	0	**1**
	No Interviews	36	35	36	1	2	**110**	78	19	**207**

Appendix G-1 Recruiting Activity Table By Job Group and Ethnicity

JOB GROUP	ACTIVITY CATEGORY	Minority Status						Not Minority	Not Minority	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic	Amer. Indian	Two/More Races	Total Minority	White	Unknown	
Laborers & Helpers										
	Applicants	10	141	145	2	2	**300**	45	14	**359**
	Interviews	0	2	7	0	0	**9**	0	0	**9**
	Offers	0	0	1	0	0	**1**	0	0	**1**
	No Interviews	10	139	138	2	2	**291**	45	14	**350**
Grand Totals										
	Applicants	**478**	**1924**	**1797**	**36**	**100**	**4335**	**1124**	**525**	**5984**
	Interviews	**29**	**100**	**104**	**0**	**4**	**237**	**62**	**25**	**324**
	Offers	**7**	**34**	**49**	**0**	**1**	**91**	**31**	**8**	**130**
	No Interviews	**449**	**1824**	**1693**	**36**	**96**	**4098**	**1062**	**500**	**5660**

Appendix G-2 Recruiting Activity Table By Job Group and Gender

JOB GROUP	ACTIVITY CATEGORY	Female	Male	Unknown	TOTAL ACTIVITY
Admin1 - Executives					
	Applicants	106	104	33	**243**
	Interviews	7	5	1	**13**
	Offers	2	1	0	**3**
	No Interviews	99	99	32	**230**
Admin2 - Managers					
	Applicants	254	145	38	**437**
	Interviews	14	12	1	**27**
	Offers	5	2	0	**7**
	No Interviews	240	133	37	**410**
Admin3 - Administrators					
	Applicants	2131	984	237	**3352**
	Interviews	104	49	7	**160**
	Offers	28	8	0	**36**
	No Interviews	2027	935	230	**3192**
Basic Crafts - Buildings & Grounds					
	Applicants	0	9	2	**11**
	Interviews	0	1	2	**3**
	Offers	0	2	2	**4**
	No Interviews	0	8	0	**8**
Campus Peace Officer-L-1					
	Applicants	2	5	5	**12**
	Interviews	0	1	5	**6**
	Offers	3	4	5	**12**
	No Interviews	2	4	0	**6**
CUNY Office Assistants					
	Applicants	18	8	1	**27**
	Interviews	9	2	1	**12**
	Offers	9	2	1	**12**
	No Interviews	9	6	0	**15**
Custodial Asst					
	Applicants	82	330	77	**489**
	Interviews	2	2	0	**4**
	Offers	2	3	0	**5**
	No Interviews	80	328	77	**485**
Custodial - Supervisory					
	Applicants	16	91	21	**128**
	Interviews	0	6	1	**7**
	Offers	0	4	0	**4**
	No Interviews	16	85	20	**121**
Faculty - Developmental					
	Applicants	0	0	0	**0**
	Interviews	0	0	0	**0**
	Offers	11	8	0	**19**
	No Interviews	0	0	0	**0**

Appendix G-2 Recruiting Activity Table By Job Group and Gender

JOB GROUP	ACTIVITY CATEGORY	Female	Male	Unknown	TOTAL ACTIVITY
Faculty - Instructors					
	Applicants	31	75	10	**116**
	Interviews	0	5	1	**6**
	Offers	0	1	0	**1**
	No Interviews	31	70	9	**110**
Faculty - Lecturers					
	Applicants	27	76	11	**114**
	Interviews	2	6	0	**8**
	Offers	4	3	0	**7**
	No Interviews	25	70	11	**106**
Faculty - Professorial					
	Applicants	246	191	45	**482**
	Interviews	35	20	7	**62**
	Offers	8	10	0	**18**
	No Interviews	211	171	38	**420**
Info Tech - Managerial					
	Applicants	28	147	39	**214**
	Interviews	1	6	0	**7**
	Offers	0	1	0	**1**
	No Interviews	27	141	39	**207**
Laborers & Helpers					
	Applicants	16	288	55	**359**
	Interviews	0	9	0	**9**
	Offers	0	1	0	**1**
	No Interviews	16	279	55	**350**
Grand Totals					
	Applicants	**2957**	**2453**	**574**	**5984**
	Interviews	**174**	**124**	**26**	**324**
	Offers	**72**	**50**	**8**	**130**
	No Interviews	**2783**	**2329**	**548**	**5660**

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

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This is a review of utilization of Individuals with Disabilities. Only those groups with five or more employees are included here.

Currently, the government has recommended 7.0% as a benchmark for utilization of Individuals with Disabilities for each job group but does not require calculation of underutilization or placement goals.

Category: Executive/Administrative/Managerial

	Staff	IWD	Rate
Administration 1 (Executives)	16	0	0.0%
Administration 2	67	2	3.0%

Category: Professional Faculty

	Staff	IWD	Rate
Faculty-Professorial	155	0	0.0%
Faculty-Lecturer	32	1	3.1%
Faculty-Developmental	19	0	0.0%

Category: Professional Non-Faculty

	Staff	IWD	Rate
Administration 3	115	6	5.2%
IT Computer Professional	16	0	0.0%

Category: Administrative Support Workers

	Staff	IWD	Rate
Administrative Assistant	10	0	0.0%
Office Assistant	49	0	0.0%
Accountant Asst	5	0	0.0%

Category: Craft Workers

	Staff	IWD	Rate
Skilled Trades	14	0	0.0%
Basic Crafts-Buildings and Grounds	6	0	0.0%

Category: Craft Workers

	Staff	IWD	Rate
Laborers and Helpers	6	0	0.0%

Category: Technicians

	Staff	IWD	Rate
Administration 4	13	0	0.0%

	Staff	IWD	Rate
IT Support Technician	6	2	33.3%

Category: Service Workers and Others

	Staff	IWD	Rate
CPO Sergeant	7	0	0.0%

	Staff	IWD	Rate
CPO Level 1	28	0	0.0%

	Staff	IWD	Rate
Custodial Supv	6	0	0.0%

	Staff	IWD	Rate
Custodial	32	0	0.0%

APPENDIX I - HIRING RATES, VETERANS AND IWD — Hostos CC

This Appendix contains a summary of recruiting and hiring activity related to Veterans and Individuals with Disabilities. The recommended federal benchmark for Veterans is 6.7% in 2017. There is no recommended benchmark for Individuals with Disabilities.

APPENDIX I - BENCHMARK COMPARISONS FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

Veterans Hiring Benchmark

The benchmark Hiring Rate is 6.7% as established for 2017 by the U.S. Department of Labor.

Factor	2016 – 2017	2015 – 2016	2014 – 2015
A. Number of applicants who self-identified as Veterans before an offer of employment is made	74	630	Transitional Year
B. Total number of job openings	133	131	Transitional Year
C. Total number of jobs filled	130	125	Transitional Year
D. Total number of applicants for all jobs	5984	5696	Transitional Year
E. Number of Veteran applicants hired	1	3	Transitional Year
F. Total number of applicants hired	71	106	Transitional Year
Hiring Rate (E divided by F)	1.4%	2.8%	Transitional Year
Was Benchmark Met? (Yes/No)	**No**	**No**	Transitional Year

Hiring Rate, Individuals with Disabilities

There currently is no benchmark rate for Individuals with Disabilities.

Factor	2016 – 2017	2015 – 2016	2014 – 2015
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made.	166	17	Transitional Year
B. Total number of job openings	133	131	Transitional Year
C. Total number of jobs filled	130	125	Transitional Year
D. Total number of applicants for all jobs	5984	5696	Transitional Year
E. Number of Individuals with Disabilities hired	3	5	Transitional Year
F. Total number of applicants hired	71	106	Transitional Year
Hiring Rate (E Divided by F)	4.2%	4.7%	Transitional Year