



COMPLIANCE AND DIVERSITY 2020-2021 AFFIRMATIVE ACTION PLAN

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

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This plan is available online at <https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity/Affirmative-Action-Plans>.

It is also available for review in Room A-336 at 475 Grand Course.

Please contact the person listed above if you require assistance with reading this document due to a disability.



HOSTOS MISSION

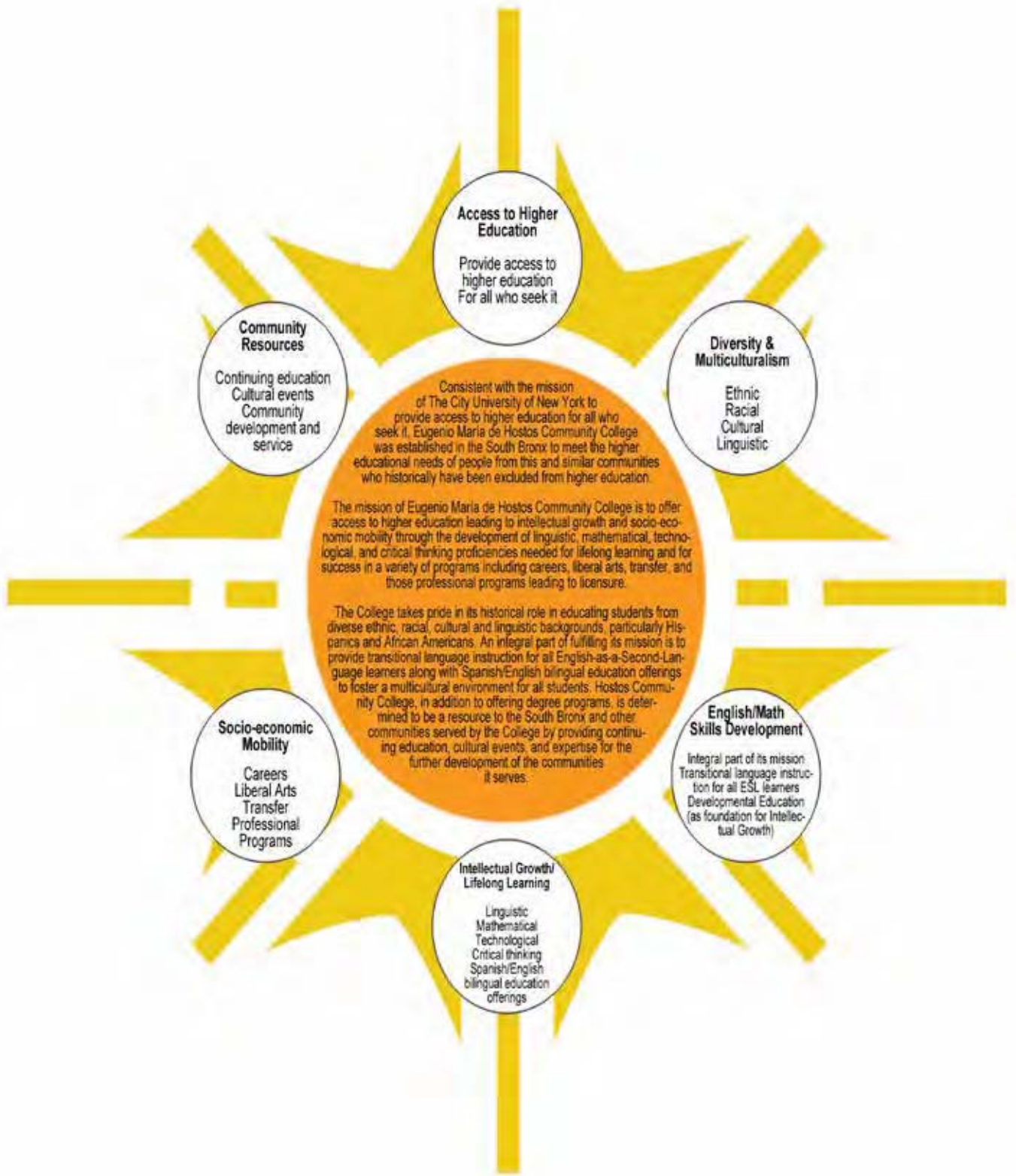


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Appendices follow this document and pages, numbered separately.

PART ONE: INTRODUCTION AND BACKGROUND

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

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

The plan reflects the following timeframes:

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

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

These hyperlinks provide highlights:

[Impact of 2020 Events](#)

[Summary of Workforce by Job Group; Summary by Tenure Status](#)

[Summary of Underutilization and Goals](#)

[Action-Oriented Programs for Females and Minorities](#)

[Hiring Rates, Individuals with Disabilities and Veterans](#)

[Planned Outreach for Individuals with Disabilities and Veterans](#)

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

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

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

OVERVIEW

Eugenio María de Hostos Community College (“Hostos”) is a comprehensive two-year public institution specifically established for those who have traditionally been excluded from higher education. Hostos was opened in the South Bronx and remains steadfast in its dedication to provide higher education and redress the historical pattern of linguistic and national origin discrimination. Hostos also continues to improve the quality of life in the South Bronx and the neighboring communities.

Hostos offers Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs that prepare students for transfer to four-year colleges upon graduation. Hostos 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 is governed by the Board of Trustees of CUNY, currently 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.

Hostos offers twenty-eight associate degree programs and two certificate programs that facilitate transfer to The City University of New York (CUNY) four-year colleges or baccalaureate studies at other institutions. Hostos has an award-winning Division of Continuing Education & Workforce Development that offers professional development courses and certificate-bearing workforce training programs. The Hostos Center for the Arts & Culture (HCAC) is one of the pre-eminent Latino arts centers of the northeast. The HCAC has distinguished itself for showcasing traditional art forms as well as emerging and internationally renowned artists.

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 City Department of Health. Hostos 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 east and west side of the College are linked by a pedestrian bridge that has become an icon for the College, as well as a major public space for students to gather. The College consists of several facilities. The “A” Building at 475 Grand Concourse houses administrative offices, academic classrooms and science labs. An addition to the building was constructed in 1990 and dedicated as: *The Shirley J. Hinds Allied Health and Sciences Building*; the expanded building contains a modern library with an on-line bibliographic system, state-of-the-art

laboratories for the College's programs in Radiologic Technology, Chemistry, Biology, Physics, and Nursing. The Hostos Children's Center, licensed by the State of New York, is also located in the "A" Building.

The "B" Building at 500 Grand Concourse contains classrooms, academic and administrative offices, the administrative computing center, Academic Computing Center, the Dental Hygiene Program, and the Admissions Office. Directly adjacent to the B Building and linked at the 4th and 5th floors, is the East Academic Complex at 450 Grand Concourse. Built in 1994, the "C" Building, as it is commonly referred to, is home to the College's two theatres, athletic facilities – including a collegiate-size swimming pool and gymnasium, student organizations and club offices, the Counseling Center, the College's cafeteria, a museum-grade art gallery, academic offices, classrooms, and computers labs, including a state-of-the-art Sound Studio. The Savoy Manor building, the "D" Building, located at 120 East 149th Street, houses the Offices of the Registrar, Bursar, Financial Aid, the Business Office, the Accessibility Resource Center (ARC) and Career Services.

In 2012, a facilities master plan amendment was developed and approved by the Board of Trustees of CUNY. The master plan serves as a guide to for future development of the Hostos Community College campus; it identified a constant pressure for space and the need to renovate and reorganize existing facilities. In an immediate response to the need for space, the College has expanded further west, renting property at the Bronx Terminal Market since 2013 for the CUNY Language Immersion Program (CLIP). In the Fall of 2022, a college advisement center will open in rental space at 425 Grand Concourse. In addition, planning for the College's new Allied Health and Sciences Building Complex, which will expand the College's footprint and make a significant dent in the College's space deficit, has begun.

A. 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, Hostos admitted a charter class of 623 students at the site of a former factory located 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.

Initially when Hostos first opened in 1968, classes were held in a renovated tire factory at 475 Grand Concourse. The College's growing enrollment led to the purchase and renovation of an office building at 500 Grand Concourse. In the mid-1980s, a facilities master plan was developed, resulting in the construction of 450 Grand Concourse and the renovation and expansion of the original structure at 475 Grand Concourse.

In the 1990s, a new building at East 149th and Walton Avenue and an additional building at East 146th and Walton Avenue extended the campus westward along Walton Avenue.

B. Mission

Consistent with the mission of CUNY to provide access to higher education for all who seek it, the mission of Hostos 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.

Hostos 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. The College is determined to be a resource to the South Bronx and the other communities served by the College by providing continuing education and cultural events for the further development of the communities it serves.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups, delineated in Executive Order 11246 and updates are American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website: [Click for CUNY's Policies](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html)
(<https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html>)

Equal Opportunity and Non-Discrimination Policy

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

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

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

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

Affirmative Action Policy

CUNY’s original Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

RESOLVED, that the Board of Trustees of The City University of New York reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased

numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6-C)

Sexual Misconduct Policy

CUNY's Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment and sexual violence. It outlines procedures applicable to students and employees for addressing complaints.

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

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

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

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

Other important policies are available using the links below.

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

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

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

CUNY campuses also report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the Office of Public Safety, Chief Arnaldo Bernabe, (718) 518-6888 or <https://www.hostos.cuny.edu/Administrative-Offices/Public-Safety-Department>.

Other Policies

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

Management reaffirms the non-discrimination policy annually. The most recently released reaffirmation letter, issued on September 12, 2019, is shown in **Appendix B**.

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

President David Gómez oversaw the implementation of the Affirmative Action and Diversity Programs to assure compliance with federal, state, and city laws, rules and regulations and university policies, and:

- Designates personnel to manage Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator
- Ensures responsible personnel have authority, staffing, and other resources to fulfill their assigned responsibilities
-

- Communicates a commitment to equal employment opportunity and issues an annual reaffirmation in support of affirmative action, diversity and equal opportunity
- Approves and releases required reports, including this Affirmative Action Plan.

In July 2020, President David Gómez resigned and Interim President Daisy Cocco De Filippis succeeded him.

Chief Diversity Officer

The President has appointed Lauren Gretina as Chief Diversity Officer (CDO) and Responsible Official who:

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

Officials

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

Committee on Diversity and Inclusion

A standing committee advises the President on diversity and affirmative action, reviews the impact of policies on the governance plan, develops and implements strategic diversity plans, and promotes programs to reflect pluralistic values and goals.

Committee members from the 2019-20 Reporting Year (June 1, 2019–May 31, 2020) were:

- Hector Soto, Assistant Professor, Behavioral & Social Sciences
- Andrew Connolly, Assistant Professor, English
- Nancy Genova, Lecturer, Behavioral & Social Sciences
- Lauren Gretina, Chief Diversity Officer
- Manuel Livingston, Assistant Professor Radiologic Technology Department
- Jorge Matos, Assistant Professor, Library
- Nelson Torres, Assistant Professor, Behavioral & Social Sciences
- Lauren Wolf, Assistant Professor, Mathematics
- Malik Sullivan, Enrollment Registrar Coordinator
- Leyddy Ogando, Hostos Student
- Rosina Asiamah, Hostos Student

University Management

CUNY's Office of Recruitment and Diversity (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports summary statistics and sponsors several university-wide diversity programs. [Click here for link \(www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/\)](http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/).

IMPACT OF 2020 EVENTS [\(LINK BACK TO TOP\)](#)

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

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

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

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

Further information is available on the CUNY website at: [CUNY Coronavirus info: https://www.cuny.edu/coronavirus/](https://www.cuny.edu/coronavirus/).

PART TWO: DATA AND ANALYSIS

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

- Workforce Analysis (employees within organizational units)
- Establishment of job groups and academic disciplines
- Development of labor market availability measures
- Utilization Analysis for job groups and disciplines
- Review of Personnel Actions (e.g., Hiring, Separation, Promotion)
- Review of Recruitment Activities
- Review of Civil Service Hiring
- Review of Compensation.

Details are available from the US Department of Labor's Office of Contract Compliance Programs (OFCCP) at: [OFCCP site:](https://www.dol.gov/sites/dolgov/files/ofccp/CAGuides/files/OFCCP-EI-TAG.pdf)

<https://www.dol.gov/sites/dolgov/files/ofccp/CAGuides/files/OFCCP-EI-TAG.pdf>

(Educational Institutions Technical Assistance Guide).

DATA SOURCES

Employee Data

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

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

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

Self-Identification Categories

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

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

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

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

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

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

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

Of 634 employees, 0 employees did not identify a gender and 1 employee did not identify a valid race/ethnicity category. Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group, 618 employees did not identify a Veteran status and 617 did not identify a Disability status. Disability and Veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

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

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

WORKFORCE ANALYSIS

In Workforce Analysis, we reviewed representation of females and minorities by division, department and title, to evaluate diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department. Due to length, Workforce Analysis charts are not included here.

JOB GROUPS, DISCIPLINES, AND MARKET DATA [\(LINK BACK TO TOP\)](#)

Job Groups

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

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

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

Hostos CC

Total Employees: 634

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 1 (Chief Executive)	1	0	0.0%	1	100.0%
Administration 1 (Executive)	13	8	61.5%	9	69.2%
Administration 2 (Manager)	71	40	56.3%	53	74.6%
Facility Manager	2	0	0.0%	1	50.0%
IT Computer Manager	2	0	0.0%	2	100.0%
Security Manager	2	0	0.0%	2	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty-Professorial	147	80	54.4%	75	51.0%
Faculty-Librarian	10	8	80.0%	6	60.0%
Faculty-Instructor	3	1	33.3%	3	100.0%
Faculty-Lecturer	32	17	53.1%	25	78.1%
Faculty-Developmental	17	12	70.6%	10	58.8%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant	2	1	50.0%	2	100.0%
Administration 3 (Professional)	142	109	76.8%	129	90.8%
IT Computer Professional	16	3	18.8%	16	100.0%
Nurse	1	1	100.0%	1	100.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant Assistant	2	2	100.0%	2	100.0%
Administrative Assistant	8	6	75.0%	8	100.0%
Office Assistant	46	42	91.3%	45	97.8%
Mail Services Worker	3	0	0.0%	3	100.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	8	1	12.5%	3	37.5%
Laborers and Helpers	6	0	0.0%	4	66.7%
Skilled Trades-Supervisor	3	0	0.0%	0	0.0%
Skilled Trades	10	0	0.0%	4	40.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	12	5	41.7%	10	83.3%
IT Support Technician	5	2	40.0%	5	100.0%
Print Shop	2	2	100.0%	2	100.0%

Service Workers and Others

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	6	1	16.7%	6	100.0%
Campus Peace Officer	18	4	22.2%	17	94.4%
Campus Security Assistant	6	4	66.7%	6	100.0%
Custodial Supervisor	7	2	28.6%	7	100.0%
Custodial	31	9	29.0%	30	96.8%

Workforce Summary

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

Hostos CC

Total Professorial Faculty: 147

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

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	74	39	52.7%	44	59.5%
Substitute >=6 Mo Or Prior Ben	1	0	0.0%	0	0.0%
Tenured	16	7	43.8%	7	43.8%
Track Tenure	57	32	56.1%	37	64.9%
Assc Professor	37	23	62.2%	13	35.1%
Tenured	37	23	62.2%	13	35.1%
Professor	36	18	50.0%	18	50.0%
Tenured	36	18	50.0%	18	50.0%

Workforce Summary

Disciplines

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

Labor Market Availability

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

Weighting of Internal/External Labor Market

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

Geography

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

National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.

Two-state region (New York and New Jersey) for Faculty–Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.

New York State-only labor market where New York State residency is required by statute:

- College Security Assistant
- Campus Peace Officer
- Campus Public Safety Sergeant
- Security Manager.

- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty

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

Qualifications - Collegiate Faculty – Federal Plan

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

Degree Requirements:

- Professorial: Doctoral Degree
- Instructor: Master's Degree
- Lecturer: Bachelor's or Master's Degree.

Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or assign individual faculty to disciplines.

UTILIZATION ANALYSIS [\(LINK BACK TO TOP\)](#)

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

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

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

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

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

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

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

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

2020 - 2021

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

This summary provides three measurements:

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

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

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

Notes:

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

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

Faculty-Professorial

Faculty-Professorial		UNDERUTILIZATION				
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Biological and Biomedical Sciences AND Physical Sciences						
2020	20				1	
2019	20				1	
2018	21				1	
Business, Management, Marketing, Support Services						
2020	6	1		0	0	
2019	6	1		0	0	
2018	5			0		
Education						
2020	19			1		
2019	18			1		
2018	19			1		
English Language and Literature/Letters						
2020	24				1	
2019	23				1	
2018	20				1	
Health Professions and Related Programs						
2020	25					
2019	25					
2018	26					
Liberal Arts and Sciences, General Studies & Humanities						
2020	19			1		
2019	17					

Faculty-Professorial

Faculty-Professorial		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac Isl.	Black/ African Am.	Hispanic/ Latino
2018		17	2		1		
Library (Librarians/Non-Teaching)							
2018		10					
Mathematics and Statistics							
2020		16					
2019		16					
2018		16					
Social Sciences							
2020		18					
2019		15			1		
2018		16			1		

Faculty-Librarian

Faculty-Librarian		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Library (Librarians/Non-Teaching)							
2020		10					
2019		10					

Faculty-Lecturer

Faculty-Lecturer		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino	
Education		2020	6			0		
		2019	6			0		
		2018	6			0		
English Language and Literature/Letters		2020	5	2		0		1
		2019	6	2		0		1
		2018	9	2		0		1
Liberal Arts and Sciences, General Studies & Humanities		2020	5	1		0	1	
		2019	5	1		0	1	
Mathematics and Statistics		2020	7	1		1		
		2019	6	1		1		
		2018	8	2		2		

Faculty-Developmental

Education - Developmental

	Total Staff	UNDERUTILIZATION				
		Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2020	17					
2019	22					
2018	19			0		

Hostos CC

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

This summary provides three measurements:

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

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

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

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

Category: Executive/Administrative/Managerial

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino
Administration 1 (Executive)						
2020		13				
2019		16				0
2018		17				1
Administration 2 (Manager)						
2020		71			5	
2019		68			4	4
2018		65			2	

Category: Professional Non-Faculty

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino
Administration 3 (Professional)						
2020		142			10	
2019		129			10	
2018		127			7	
IT Computer Professional						
2020		16	4		1	1
2019		16	4		1	1
2018		16	2		1	

Category: Administrative Support Workers

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino
Administrative Assistant						
2020		8			1	

Category: Administrative Support Workers

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino
Administrative Assistant						
2020	8				1	
2019	10				1	
Office Assistant						
2020	46				2	
2019	48					
2018	49					

Category: Craft Workers

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino
Basic Crafts-Buildings and Grounds						
2020	8	0	2	1		2
2019	8	0	2	1		2
2018	8	1		0		1
Laborers and Helpers						
2020	6	1		0		
2019	6	1		0		
2018	6			0		
Skilled Trades						
2020	10	0		0	0	
2019	13	0	2	1	1	
2018	14	0		0		

Category: Technicians

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino
Administration 4 (College Lab Tech) - Sci/Tech/Eng						
2020	8			2		
2019	9			2		
2018	9			1		
IT Support Technician						
2020	5				1	
2019	5			1		
2018	7			1		

Category: Service Workers and Others

		UNDERUTILIZATION				
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am. Hispanic/ Latino

Category: Service Workers and Others

		UNDERUTILIZATION				
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Campus Peace Officer						
2020	18			0		
2019	20			1		
Campus Peace Officer (2018-CPO Level 1)						
2018	27			1		
Campus Public Safety Sergeant						
2020	6	0			1	
2019	8	1			1	
2018	8	1			1	
Campus Security Assistant						
2020	6			0		
2019	7					
Custodial						
2020	31			2		
2019	34			2		
2018	32			1		
Custodial Supervisor						
2020	7			0		
2019	7			0		
2018	6	1		0		

Utilization, Underutilization, and Placement Goals

Hostos Community College continues to be exemplary in the employment, promotion, and retention of a diverse and multi-cultural workforce. Women and minorities continue to represent a majority of the College's fulltime employees.

At the end of 2019-20 Reporting Year (June 1, 2019–May 31, 2020), Hostos had a total of 634 full-time, permanent employees. Of that total number, 487 (76.8%) were members of a protected ethnic/racial group and 360 (56.7%) were women. Of the College's 209 full-time employed faculty, 119 are members of a protected ethnic/racial group and 118 are women. We note that more than half of the faculty are members of a protected class, and more than half are women.

Faculty Affirmative Action Units ("AAUs") are broken out into several groupings across the academic disciplines. There are fourteen AAUs in total.

The Faculty groupings are:

- Faculty-Developmental
- Faculty-Lecturer
- Faculty-Librarian
- Faculty-Professorial

The Academic Disciplines are:

- Biological and Biomedical Sciences and Physical Sciences
- Business, Management, Marketing and Support Services
- Education
- Education-Developmental
- English Language and Literature/Letters
- Health Professions and Related Programs
- Liberal Arts and Sciences, General Studies and Humanities
- Librarian
- Mathematics and Statistics
- Social Sciences

For the Faculty – Lecturers group there is some underutilization, but there is no underutilization greater than two in any of these AAUs. As was the case last year, there continues to be no underutilization for the Faculty Librarian AAU.

Furthermore, this year in the Faculty – Professorial group, Hostos has continued to have no underutilization in the Health Professions and Related Programs and Mathematics and Statistics AAUs.

In Business, Management, Marketing, Support Services AAU, Asians are not represented. This AAU consists of 6 faculty members. The lack of representation reflects the low availability rate of Asians for this AAU, however, it should be noted that the total minority percentage for this AAU is 66.7%. In the Education AAUs (Professorial and Lecturer), Asians are not represented. The combined number of faculty in these AAUs is 25. As in the Business AAU, the lack of representation reflects the low availability rate of Asians in these disciplines. The Total Minority percentage for the Education AAUs is 47.4% (Professorial) and 66.7% (Lecturers).

In the majority of the College's Faculty - Professorial AAUs where underutilization exists, self-identified Asians are the affected minority group. The College continues to make good faith efforts to recruit a diverse applicant pool, and Asians were well represented in last year's applicant pool.

The diverse and multi-cultural workforce can also be seen in the College's full-time staff where women and minorities continue to represent a major portion of the College's employees. Overall, the College has 425 full-time staff employees, 368 (86.6%) of whom are members of a protected ethnic/racial group. In addition of the 425 full-time staff 242 (56.9%), are women. This data demonstrates that Hostos continues to have and embrace a truly diverse and multi-cultural workforce.

Moreover, two Administrative AAUs in the College have eliminated underutilization of Blacks. For the Administration 2 (Executive/Administrative Managerial) AAU, last year Blacks were underutilized by 4 and now are no longer underutilized in this AAU. Additionally, in the previous reporting period, Blacks were underutilized in the Administration 1 AAU (Category: Executive/Administrative/Managerial) and that underutilization has been eliminated. Overall the underutilization for Blacks has been almost eliminated in all AAUs but one (Blacks are underutilized by 1 in the IT Computer Professional AAU).

Underutilization still exists in the other AAUs, where most are underutilized by 1. The AAU of Administration 3 remains underutilized in Asians, which are underutilized by 10 in that category. The Administration 2 AAU is also underutilized in Asians by 5. This can be explained by the Market Availability for Asians in the Administration 3 AAU, which is 12.3%, and the Market Availability for Asians in the Administration 2 AAU, which is 11%.

A number of concurrent factors may influence changes in underutilization and it is not always possible to pinpoint an exact cause. The fact that the University updated job groupings and Labor Market Availability for this plan year might influence findings for some groups, although typically these changes are not major. Employee turnover and

opportunities to hire may also influence findings, especially with smaller groups, as will the actual date of the hires.

In reviewing the results of this year's utilization analysis (2020) as compared with last year's analysis (2019), we observed the following differences:

Faculty – Professorial

In Liberal Arts and Sciences, Asians increased from 0 to 1 and in the Social Sciences the underutilization decreased for Asians from 1 to 0.

Faculty – Lecturer

In Mathematics and Statistics, Underutilization remained at 1 for Asians and for females.

Staff

Administration I

There is now no underutilization.

Administration II

Underutilization for Blacks decreased from 4 to 0. Underutilization of Asians remained and increased from 4 to 5. There continues to be no additional underutilization.

Skilled Trades

Underutilization of Asians decreased from 1 to 0. The underutilization of Blacks decreased from 1 to 0. Total Minority underutilization was eliminated.

President Daisy Cocco De Filippis has meets regularly with the CDO and has made clear that diversity and inclusion will continue to be a priority at Hostos and that she will ensure Hostos continues to give consideration to underrepresented groups when filling open positions in the College.

OTHER ANALYSES

Personnel Activity

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

Appendix F provides net changes by job group:

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

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

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

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

The tenure report tracks the following statuses:

- Awarded Tenure
- Hired with Tenure
- Denied Tenure (not common)

Tenure

During the reporting period, 11 faculty members and one Staff member were presented for tenure; 8 were Assistant Professors, 3 were Lecturers and 1 was a College Lab Technician. All were recommended and granted tenure by the Board of Trustees, effective September 1, 2019. No applications for early tenure were submitted.

The tenure recipients included faculty and one staff member from the following academic units:

Allied Health Services, Behavioral and Social Sciences, English, Mathematics, Natural Sciences and Humanities; 5 out of the 12 tenure recipients were members of a protected ethnic/racial group and 9 out of the 12 tenure recipients were women.

Promotions

During the reporting period, 12 faculty members were promoted. Of those 12 faculty members, 3 (25%) were members of a protected ethnic/racial group; 2 were Hispanic, and 1 was Two or More Races. Of the 12 faculty members who were promoted; 9 were women.

During the reporting year there was one individual who was not promoted from this group, this individual was not a part of any protected ethnic/racial group.

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

Recruiting Activity

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

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

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

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

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

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

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

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

In the previous year, we made 4 exception hires through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources only. The Chief Diversity Officer and university management approve waiver applications.

Civil Service Hiring

We participated in 6 university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

Campus Security Assistant 7/15/19 – two interviews - two hires

Camus Peace Officer 9/4/19 – twelve interviews - two hires

CUNY Office Assistant 9/9/19 – seven interviews - one hire

CUNY Office Assistant 10/20/19 – seven interviews - one hire

CUNY Office Assistant 2/26/19 – no hire

Painter 2/23/19 – one interview – one hire

Compensation

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

The Chief Diversity Officer reviews overall practices such as:

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

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

The Chief Diversity Officer and Human Resources Director discussed compensation best practices and areas of risk with management on November 25th, 2020.

PART THREE: ACTION-ORIENTED PROGRAMS

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

Part Three contains:

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

PRIOR-YEAR PROGRAMS

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

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

PART THREE: ACTION-ORIENTED PROGRAMS

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

During the 2019-2020 Academic Year, Hostos undertook numerous programs to support Affirmative Action and create a climate of equity and inclusion. These programs demonstrated the need to continue a sustained dialogue exploring functional definitions of diversity, plurality and inclusiveness on the Hostos campus and in the Hostos classroom.

Summary of Campus Programs, 2019-2020

Committees of Diversity and Inclusion

In response to the celebration of LGBTQ+ history and culture, evolving from the Hostos Stonewall Riots events in the previous reporting period, an additional committee on Diversity and Inclusion was formed. Lavender Across the Curriculum and Education (LACE) was formed to address issues of reflecting pluralistic values and goals, promoting an atmosphere and environment of respect and inclusion and one to assist in integrating LGBTQ+ content, events, readings and lecture series into the college community. LACE is also working to expand LGBTQ+ courses in the Hostos curriculum.

Committee members from the 2019-20 Reporting Year (June 1, 2019–May 31, 2020):

- Sarah Hoiland, Assistant Professor, Behavioral and Social Sciences
- Soldanela Rivera Lopez, Director of Presidential and Strategic Initiatives
- Kate Wolfe, Associate Professor, Behavioral and Social Sciences
- Nelson Nunez-Rodriguez, Professor and Physical Sciences Coordinator
- Jacqueline Disanto, Associate Professor and Teacher Education Coordinator
- Natasha Yannacanedo, Associate Professor, Humanities Department
- Alexandra Milsom, Assistant Professor, English Department
- William Casari, Associate Professor, Library
- Anders Stachelek, Assistant Professor, Mathematics
- Lauren Gretina, Chief Diversity Officer
- Mateo Sancho Cardiel, Adjunct Lecturer, Behavioral and Social Sciences
- Eugena Griffin, Assistant Professor, Behavioral and Social Sciences
- Miriam Laskin, Head Instructional Services/Assistant Professor, Library
- Joelle Gonzalez-Laguer, Adjunct Professor
- Elizabeth Wilson, Director, College Now
- Catherine Lyons, Reference / IT Librarian / Assistant Professor, Library

Faculty Fellowship Publication Program (FFPP)

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, seven (7) Hostos faculty members participated in the FFPP. The OAA celebrates the newest cohort of Hostos faculty who have been invited to participate in the Spring 2020 CUNY Faculty Fellowship Publication Program (FFPP).

Spring 2020 Hostos Faculty Fellowship Publication Program Cohort:

- Amnie Asrat, Education Department
- Andrew Connolly, English Department
- Stacey Cooper, Behavioral and Social Sciences
- Sean Gerrity, English Department
- Anna Manukyan, Natural Sciences Department
- Victoria Munoz, English Department
- Natasha Yannacanedo, Humanities Department

Center For Teaching and Learning (CTL)

The CTL continued to embrace a myriad of professional perspectives. It aims to embrace the the extensive pedagogical, research and social backgrounds that the faculty brings to the institution and create collaboration within the faculty. The CTL together with OAA continue to offer conversations on creating teachable moments revolving around visible and invisible diversity in the classrooms by developing workshops which build off prior dialogues.

The CTL continued with its college-wide initiative, *Hostos Reads*, that asks the community to bring ideas and exchange strategies for encouraging a culture of deep thinking and reading on campus. This year's selection, *The Hate You Give*, written by Angie Thomas allowed conversations around social justice and civic engagement and focused on the compelling themes of the book including: father-daughter relationships, coming of age, violence and police brutality, racism and social stratification, music and love – to help us better understand ourselves, others, and the times we live in. The *Hostos Reads* Leadership Series continued the exploration and understanding of the inner-workings and operations of government with a guest speaker from the Bronx Defenders Office.

Professional Development Activities included:

Day Zero – Reflections about Learning offered the additional boost to setting the stage for a successful semester. This was a day of conversations about engagement, collaboration, well-being, community building and more. Offering discussion panels and sessions about practical tips and best practices to starting the semester with energy and enthusiasm

Using Classroom Strategies to Support a Diverse & Productive System, a panel led by Prof. Nelson Nunez-Rodriguez, Prof. Antonios Varelas and Prof. Jacqueline DiSanto

Professional Success for Faculty: Conversations about Faculty Reappointment, Tenure and Promotion, presented by Prof. Nelson Nunez-Rodriguez. This dialogue provided strategies and best practices for meeting the established standards and expectations to secure tenure and promotion.

The CTL created short videos titled “*Teaching Tidbits*” – Video: “*You Aim at Nothing. You Will Hit It (Nothing!)*.” The goal was to provide resources, tips, reflections, tools and new teaching strategies.

In honor of Women’s History Month and together with Women’s & Gender Studies (“WGS”) Hostos hosted a number of events- offering the campus community opportunities to learn about diverse women’s lives, past and present. Events included: *Off the Wall: The Life and work of Charlotte Perkins Gillman*, *Domestic Violence and the Domestic Violence Survivor’s Justice Act*, *Harriet*, the 2019 film about Harriet Tubman and *She Took Justice* with Guest Faculty, Prof. Gloria Browne-Marshall from John Jay College, this event was sponsored by WGS, Behavioral and Social Sci, and the Office of the President.

In November 2019, Hostos presented the Program, *La Habana at 500: A New York Salute to a Timeless City*. This was a week-long series that explored the arc and trajectory of La Habana’s fascinating story, identifying and exploring points where Cuban and United States history intersect. With Four major themes: The founding and early history of La Habana; The rise of Cuban nationalism and the relationship between La Habana and New York City; The efforts to restore La Habana and establish a trajectory for future development; The role of New York City, especially the Bronx, as an incubator of Cuban music.

Hostos Center for the Arts & Culture (“The Center”)

The Hostos Center for Arts and Culture at Hostos has distinguished itself as the College’s centerpiece for promoting diversity and celebrating cultural traditions. The Center achieves this by showcasing the cultural traditions of the communities that the College serves, by presenting premiere festivals and concert series, live

music concerts, art and photography exhibits, dance concerts, film presentations, and lectures.

The Center itself consists of a museum-grade art gallery, a 367-seat theater, and a 907-seat concert hall which 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.

The following is a sampling of events/performances held during the 2019 – 2020 season:

- The Center hosted the National Puerto Rican Artisans Fair and Book Expo, presented by Comite Noviembre, an annual day-long cultural event featured artisans and authors from Puerto Rico and the US.
- *The 28th Annual Kwanzaa Celebration* - A cultural event for the entire family featured dance from the Fritization Experience Network, led by Stomp veteran Fritzlyn Hector, influenced by jazz, hip-hop and traditional dances from Africa and the Caribbean.
- The Spanish Harlem Orchestra (Three-Time Grammy-Winning)- The ensemble of Latin jazz all-stars gained worldwide acclaim for bringing the golden age of salsa into the 21st century.
- Lecture – *From Latin American Art to Art from Latin America*- Visual Art – Geraldo Mosquera, art critic, curator, and writer based in Havana and Madrid- discusses the changes in paradigms that have epitomized the practice and theory of contemporary art in Latin America
- The Hostos Repertory Company Presented *The Shout*, by Mark Rigney and directed by Geoff Grimwood. A performance piece of two college friends who camp outside a disgraced policeman's house for a round-the-clock protest

Hostos LGBTQ+ College-Wide Group - Lavender Across the Curriculum and Education (LACE) hosted a Valentine's Day Event on February 13, 2020, A LGBTQ+ college-wide group mixer, get together where staff, faculty, students and community member were able to reconnect. Guest faculty Prof. Matt Brim spoke about his work in LGBTQ+ studies, James Baldwin and his latest book due in April – *Poor Queer Studies: Confronting Elitism in the University*.

The Division of Student Development and Enrollment Management (SDEM) hosted a 2020 NYC-Wide Discussion Forum- Actions to address the issues we faculty. *Immigration and My Mental Health* - An LGBTQ+ Peoples of Color Discussion Forum at Hostos. Panelists discussed immigration and mental health issues of concern.

The Office of Compliance and Diversity conducted presentations on the CUNY Equal Opportunity and Non-Discrimination Policy and on the CUNY Policy on Sexual Misconduct. Topics for presentations and trainings included but were limited to the following: Sexual Harassment, Prevention and Bystander Training, EEO and Diversity, Inclusion Training, Inclusive Classrooms, LGBTQ+ rights and preferred names/pronouns and implicit bias. Presentations and discussions included respectful conversations exploring matters of gender, gender and sexual identity, racial and ethnic bias – as examples.

2020-2021 PLANNED PROGRAMS [\(LINK BACK TO TOP\)](#)

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

In August 2020, Hostos welcomed President Daisy Cocco De Filippis who has introduced numerous initiatives and programs. President Cocco De Filippis, has pledged to “*work hand-in-hand (virtually, at this time) for that common destiny, a world that is fair and equitable for all.*” President Cocco De Filippis shared the following quote from Poet Pablo Neruda, “All paths lead to the same goal, to convey to others what we are...but in this dance or in this song there are fulfilled the most ancient rites of our conscience in the awareness of being human and of believing in a common destiny.” In her college-wide messaging President Cocco De Filippis has made conscious efforts to incorporate diversity and inclusion in her communications with the College and allows different voices to be heard through her use of varied poetry and quotations.

Planned Campus Programs, 2020-2021

Veladas Hostosianas - Hostos Culture Talks will have different distinguished guests from on and off the Hostos campus discussing topics that celebrate different experiences and backgrounds. Future Hostos Culture talks will include, recognizing Puerto Rican Heritage month with an evening of Puerto Rican literature and discussing the film, *Los Reyes Cantores*. In celebration of LGBTQ+ History Month and National Coming Out Day and Transgender Day of Remembrance there will be a book presentation of *Marginalia* by Professor Juno Morrow who will discuss how people have felt "othered" fostering a dialogue regarding LGBTQ+ experiences. The College is looking forward to a very special Velada Hostosiana when we will be celebrating our namesake Don Eugenio María de Hostos and his time in Chile.

This event will be planned and executed by Professor Orlando José Hernández and Professor and Critic David Cortés Cabán, who will be sharing their latest research findings on the subject.

The **Community Advisory Council (“CAC”)** formed by President Cocco De Filippis, is made up of members of the College and state leaders from education, government, business, industry, and community groups as well as individuals currently represented in school systems, colleges and universities, health care, manufacturing, business groups, arts organizations, and human services agencies will meet online and offer advice and feedback about our programs, services and plans. The council is for informational and advisory purposes and will inform the College on how to move forward in the ever-changing educational and workforce landscape of the 21st century.

The Civility Committee has been revived and will begin working again on campus to foster an inclusive, safe, considerate, equitable and respectful learning and working environment. The College encourages and promotes an environment of mutual respect among its diverse employees and student body. It is also committed to facilitating honest inquiry and free speech. Faculty, staff, and students all have a part to play in ensuring that members of the Hostos community are kind, respectful, and courteous to one another.

Hostos Food Pantry will provide for our students and the community during this difficult period of the COVID-19 pandemic and economic uncertainty. The College will offer services of our *Hostos Food Pantry* from Monday through Friday. With the efforts of Fabian Wander, Director of Wellness Center and many others, they anticipate that the *Hostos Food Pantry* will be available during the holidays for those most in need. This initiative has been a clear example of staff and students coming together, from pre-pandemic impromptu lunches and campus-wide events to pandemic-era food drives. At Hostos, the unspoken motto is no one goes hungry.

The Hostos Latin American Writers Institute (LAWI) and its journal, the Hostos Review/Revista Hostosiana will host the new issue in October with an LGBTQ+ theme. Seventeen authors, two guest editors, President Cocco De Filippis, Provost Drago and Inmaculada Lara-Bonilla, PhD are confirmed. Based at Hostos Community College, LAWI is The City University of New York’s central advocacy and service organization for the support of the work of Latin American and Latina/Latino writers. The Hostos Review/Revista Hostosiana supports literary creation and provides opportunities for publishing and the discussion of topics that are fundamental to contemporary cultural activity. LAWI was founded in 1987 and has remained devoted to promoting and disseminating the work of Latin American, Ibero-American, as well as U.S. Latina/Latino writers residing in the United States. It aims to build bridges between these writers and their counterparts in Latin America, Spain, and other parts of the world. LAWI is an initiative that is perfectly aligned with the College’s mission and will continue to support the important work of supporting Latina/Latino writers from around the world.

LACE will continue with presenting workshops to the Hostos Community including: *Queering the Curriculum: How to integrate LGBTQ+ information into coursework*, this is a planned workshop with panel discussions with the intent of fostering a dialogue towards integrating LGBTQ+ information into the College coursework.

Center For Teaching and Learning (CTL) - The CTL will again present Hostos Reads and instead of one book will have virtual discussions around a variety of short readings of different genres that relate to our times.

Virtual Watch Parties - Professor Sarah Hoiland, with other Hostos faculty and students, in collaboration with the Office of Communications, President's office, SDEM, IT and OAA will host debate watch parties throughout the election season.

The Wellness Center will continue to offer workshops on Domestic Violence. A series of workshops focusing on stress and its effects on the mind and body in the time of Covid-19. This forum will have a panel discussion highlighting the work of organizations dedicated to the field of domestic violence and elder abuse.

OAA Open House Forums - OAA will have its first-ever virtual Open House with the intention of fostering a climate of collegiality and communication between all of the College stakeholders across the different divisions. The intended outcome of this as well as future forums is for members of the Hostos professional faculty and staff to have an opportunity to share their experiences with online teaching, learning and to meet the mission of the college.

Office of the President/OAA/ SGA - The Student Government Association (SGA) together with the Office of the President, Office of Academic Affairs and Division of Student Development and Enrollment Management will host *Black Lives Matter Forum*. Moderator: Hector Soto, J.D., Asst Prof., Public Policy and Law, Behavioral and Social Sciences Dept. Panelists: Muiz Agbaje, SGA Pres.; Chief Arnaldo Bernabe, Dir., Public Safety; Kristopher Burrell, Ph.D., Assoc. Prof. History, Behavioral and Social Sciences Dept.; Jewel Jones, MEd, Associate Director of Compliance and Diversity; Tram Nguyem, Ph.D., Asst. Prof., English Dept.

Office of Compliance and Diversity (OCD) will host virtual trainings on the following topics:

- Trainings on the Revised CUNY Policy on Sexual Misconduct
- EEO, Non-Discrimination trainings
- Sexual Harassment Prevention and Bystander Trainings
- EEO and Diversity / Inclusion Training - exploring issues such as acknowledging and/or recognizing implicit bias, preferred names and pronouns, LBTTQ+ rights

The Center will also be offering virtual events that are live-streamed on Zoom as well as simultaneously on Facebook Live at [facebook.com/HostosCenterfortheArtsCulture](https://www.facebook.com/HostosCenterfortheArtsCulture) and on YouTube at <https://www.youtube.com/user/HostosCenter>

- Panel Discussion – Artist Public Talk *Shifting Streams 3D Virtual Exhibit Twelve Artists by the Hudson River*, November 10, 2020
- *The History of Latin Music & Latin Jazz* - October 17 - December 12, 2020
- 11th Annual South Bronx Folk Festival Finale Danza Fiesta & Special Guests from Puerto Rico - November 21, 2020
- National Puerto Rican Artisans Fair & Book Expo | Opening Day (Virtual), November 21, 2020

Office of the President will host virtual workshops throughout the year on professional development for staff members. The first session will invite HEOs in the to participate in a six-hour customer service training over the course of two days (November 2nd and 4th) covering topics such as Body Language and Emotions, Generational Perspectives, Communications and Technology, Team Development, Change Management, Roles and Responsibilities, and Difficult People.

El Semanario Hostosiano/The Hostos Weekly – Hostos will continue with these communications designed to keep our multiple voices coming together as we share news about members of the Hostos family and provide college updates.

Dominican Studies Association (DSA), IX Biennial Dominican Studies Association Conference. Hostos will virtually host this conference on December 4-5, 2020. The theme of the conference: *Crisis of Truth, State of Emergency, and Social Responses: The Urgency of Dominican and Ethnic Studies in the Present Hour*. Participants will include: Chancellor Félix V. Matos Rodríguez, CUNY, New York, NY; President Milagros Peña, Purchase College, SUNY, Purchase, NY; Franklin García Fermín, Ministro de Educación Superior, Ciencia y Tecnología, Dominican Republic; Vice Rector Pablo Mella Febles, Instituto Superior Pedro Francisco Bonó, Santo Domingo, Dominican Republic; and President Shirley M. Collado, Ithaca College, Ithaca, NY. Co-Chairs of the Conference Planning Committee as well as the Co-Presidents of the DSA, include one of our very own, namely, Hostos Associate Dean Ana García Reyes - along with Syracuse University Professor Silvio Torres-Saillant.

DSA's mission is to support the diffusion of intellectual production by providing Dominican Studies scholars the opportunity to create supportive networks, cultivate alternative agendas beyond their respective institutions and address polemic issues impacting the homeland, local, and global Dominican diasporic communities. This year's conference theme is points out the importance and necessity of Dominican and Ethnic Studies now more than ever.

ONGOING ACTIVITIES

CUNY's headquarters Office Human of Resources Management:

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

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

Recruitment policies support diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collecting applications in a single system where pre-established screening practices may be applied
- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability status when applying; data is kept confidentially and used to analyze applicant pools

- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria

ONGOING ACTIVITIES

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

The College:

- Sends job postings to State Workforce Agencies and Veterans' career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Publishes guides and training materials on effective recruiting and selection
- Publishes an annual notice of non-discrimination in the New York Times
- Provides training and ongoing updates to Chief Diversity Officers.
- Hostos continues its efforts at assuring that all employees benefit from CUNY's on-line training program for faculty and staff on sexual harassment prevention.
- Recruitment policies support developing diverse applicant pools through:
 - Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
 - Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
 - A job application process where candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, and disability status; data is kept confidentially and used to analyze the composition of applicant pools

- For many positions, 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.

ONGOING TRAINING

The Chief Diversity Officer/Title IX Coordinator continues to provide EEO, Non-Discrimination and Sexual Harassment training for faculty, staff, new employees and athletic coaches. The Chief Diversity Officer attends monthly meetings for CDO's as required by CUNY Central Office.

College-Wide On-Line Training Program (E-SPARC) trains the faculty and staff on sexual harassment prevention. The College is in the process of assuring that all employees benefit from this training.

The CTL will continue their virtual orientation for new faculty at Hostos offering new faculty the opportunity to get together (on Zoom), this will be a year long series of virtual events and training sessions with the goal of fostering an understanding of the college mission, culture and the development of faculty identity at Hostos.

Lauren Gretina, the Chief Diversity Officers, is also a member of the University Advisory Committee on Diversity (UACD).

AUDIT AND REPORTING

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

The Chief Diversity Officer's responsibilities for audits and reviews include

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

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

Hostos went through an audit with Equal Employment Practices Commission (EEOC) which was initiated by the EEOC on December 20, 2019 and consisted of a review, evaluation, and monitoring of the College's sexual harassment prevention and response practices. Consistent with the EEOC's audit protocols, status updates were sent throughout this audit process. Hostos has completed the initial determination and is currently in the compliance monitoring phase.

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

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.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

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

Part Four, as mandated by regulation, contains:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY’s mission. Further details are available at [CUNY policy site](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/):

<https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/>.

REVIEW OF PERSONNEL PROCESSES

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

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

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

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

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

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

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

REASONABLE ACCOMMODATIONS

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

The College contact for accommodation requests is:

Name: Christine Dias-Singh

Title: Director of Human Resources

Phone: (718) 518-6654

Email: cdias-singh@hostos.cuny.edu

CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments is available at [Click for CUNY's Policies](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html) (<https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html>).

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

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

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

This past year:

- While recognizing requests may be resolved informally, we documented 19 employee accommodation requests, successfully concluded 19 times and appealed 0 times. At this time there are no outstanding appeals.
- Hostos did not respond to any job applicant accommodation requests.
- Hostos continued to hold events and provide support and accommodation services throughout the reporting year (June 1, 2019–May 31, 2020). There were presentations to staff and tabling events. On September 27th, 2019, a presentation on Accessible Communication was made to the Hostos President's Office and workshops on tips for working and learning remotely were given. ARC provided a tool kit that they created to assist with remote working and learning.
- Some of the remote programs that related to individuals with disabilities included: *Coronavirus Campus Crisis*, a virtual forum series conducted in May of 2020, *How to Act and Understand Accessibility* on April 7th 2 – 3, viewing and discussion of the movie, *Crimp Camp* on April 30th 5 – 8 Hosted by CUNY CCSD Club, A panel presented by CUNY with ARC, *Ladies On A Mission*, where a panelist of women spoke about their careers; guided mediation on May 9th, 2020.
- Hostos now has CUNY ADA compliant software installed on 4 PC's in the Open Lab and have implemented height adjustable furniture in smart classroom/lab C-551. ADA Compliance for SDEM Labs: To meet a request from CUNY Central, each in student computing area needs at least one PC with 27" monitor and one height adjustable table to serve as an ADA compliance workstation. ADA-compliant height adjustable tables were placed at the Admissions counter area (B-102);

the Admissions Lab (B-206); the SSCU waiting area (B-208; and Financial Aid Lab (D-B116). There are additional adjustable height tables being added to the campus but were put on temporary hold due to COVID.

- 27" All-in-One PCs were also added.
- The College also addressed the wheelchair lift between the "B" and "C" Building which was an issue of concern. To speed up the time it takes for individuals using the lift, keys were made and distributed. Public Safety in collaboration with the Accessibility Resource Center (ARC) provided training.

HARASSMENT PREVENTION PROCEDURES

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

EXTERNAL POLICY DISSEMINATION

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

CUNY posts its Non-Discrimination Policy on its employment website ([Click for CUNY's Employment Page \(https://www.cuny.edu/employment\)](https://www.cuny.edu/employment)).

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

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

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

- Veterans and individuals with disabilities were targeted through job distribution networks for CUNY jobs. Below is a sampling of some of the sites where the College's job postings were distributed:

VETERANS:

Usmilitarypipeline.com <https://usmilitarypipeline.com/>
ArmedServicesJobs.com <http://www.armedservicesjobs.com>
Military Spouse Employment Program (MSEP) <https://myseco.militaryonesource.mil>
Military Spouse <https://militaryspouse.dejobs.org/>
Military Spouse Connections <https://militaryspouseconnection.dejobs.org/>
Military Spouse Corporate Career Network (MSCCN) <https://www.msccn.org/hot-jobs.html>
My Next Move for Veterans –U.S. DOL/ETA <http://www.mynextmove.org/vets>
Save Our Veterans <http://www.saveourveterans.org/>
Student Veterans of America <http://studentveteransofamerica.jobs> (Note: CUNY has several chapters)
The HER Foundation Inc. <https://honorher.works/>
USA Cares <https://careers.usacares.org/>
National Labor Exchange Veterans' site <https://veterans.usnlx.com>
Veteran's Enterprise <https://veteransenterprise.com/career-search-engine/>
Veterans Job Bank <https://www.vets.gov/employment/job-seekers/search-jobs>
VeteranJobSite.com <http://www.veteranjobsite.com>
VetJobs <http://www.vetjobs.com>
VetCentral /Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives (LVERS & DVOP's) Jobs are emailed to local offices according to the Zip Code of the College.

INDIVIDUALS WITH DISABILITIES:

Allsup Employment Services <https://disability.dejobs.org/allsup-disability-partner/>
DirectEmployers Disability <https://disability.dejobs.org>
Disabled Veterans <https://disabledveterans.dejobs.org/>
Easter Seals <https://www.easterseals.com/who-we-are/careers/>
Enable America <http://enableamerica.jobs>
Land A Job <https://www.landajob.org/find-job>
National Multiple Sclerosis Society <https://www.nationalmssociety.org/About-the-Society/Careers>
Our Ability <http://www.ourability.com/>
The Career Index Plus https://www.thecareerindex.com/dsp_intro.cfm
United Spinal Association <https://spinalcord.dejobs.org/>

Additional activities included:

On November 7th, 2019 the Office of Veterans Affairs together with Accessibility Resource Center (ARC) hosted a Veterans Day Luncheon Guest Speakers from the New York – Presbyterian Military Family Wellness Center, James J. Peters VA Medical Center and the Veterans Advisory Board were all present.

Hostos conducted a Veterans Day Ceremony in Honor of our Veterans population attending Hostos and All Veterans whom have served.

The *Hostos Veterans & Reservist Club* was reestablished with a focused effort on revitalizing and supporting Veteran initiatives and Hostos Campus activities.

In Spring 2020, there was a *Veterans Welcome Orientation* for all new Veterans coming to campus. The purpose was to inform and introduce staff, faculty and students to each other

and existing department heads and existing campus services help them familiarize themselves with campus amenities.

Counseling Department collaborated with the Hostos Veteran's Coordinator and met with key existing Veteran Mental Health Organizations and Counseling Department to provide expansive, robust and consolidated mental health counseling to attending Veterans in need of such services.

Three separate training programs specifically geared towards Veterans were developed and offered to staff.

New York Department of Veteran Services COVID-19 Food Relief program Storage at Hostos Community College – Hostos coordinated a Food storage collection point and public food disbursement along with Hostos Community College Public Safety, SDEM, NYC Department of Veteran Services (DVS) to Non-for-profit organizations, Food Pantry, Soup Kitchens and Veterans Service Organizations to distribute food to various Bronx locations and organizations.

Planned Outreach for 2020-2021 [\(LINK BACK TO TOP\)](#)

We plan to pursue the following next year:

Remote Veterans Day Ceremony - a Veterans Day Ceremony in Honor of our Veterans population attending Hostos and all Veterans who have served.

Counseling and training programs are scheduled to continue with remote programs when possible.

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the annual federal VETS-4212 report

- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (as per NY State statute).

INTERNAL POLICY DISSEMINATION

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

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

IMPLEMENTATION RESPONSIBILITY

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

The President

The President of the College appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator Lauren Gretina:

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

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for Veterans and Individuals with Disabilities. Members are:

Committee members from the 2019-20 Reporting Year (June 1, 2019–May 31, 2020) were:

- Jorge Matos, Assistant Professor Library, Chair
- Julie Bencosme, Associate Professor, Allied Health Sciences
- Destini Mitchell Murray, Hostos Student
- Oumar Diaby, Hostos Student
- Biao Jiang, Assistant Professor, Natural Sciences
- Andrew London, Lecturer, Humanities
- Julie Trachman, Associate Professor, Natural Sciences
- Elys Iscan Vasquez, Assistant Professor, Education
- Elyse Zucker, Associate Professor, English
- Raymond Perez, Director, Student Disability Services, Secretary
- Fabian Wander, Director, Student Health Services
- Stephanie Caban, Hostos Student – Guest – CUNY Coalition of Students with Disabilities (CCSD)

Other Officials

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

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

University Management

CUNY's Office of Recruitment and Diversity reports summary statistics, posted online at [Click here for University Resources:](https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/)
<https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

TRAINING

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

AUDIT AND REPORTING SYSTEM

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

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

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

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group.

There is no requirement to calculate underutilization or set placement goals.

There is no guideline for Veteran utilization.

Hiring Rates

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

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

There is no hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark – US Department of Labor, is 5.7% as of March 2020.

Factor	2019-2020	2018-2019	2017-2018
Benchmark	5.7%	5.9%	6.4%
A. Number of applicants who self-identified as Veterans before an offer of employment is made	67	54	100
B. Total number of job openings	33	78	112
C. Total number of jobs filled	50	98	146
D. Total number of applicants for all jobs	3054	2970	6892
E. Number of Veteran applicants hired	1	1	2
F. Total number of applicants hired	51	98	87
Hiring Rate (E divided by F)	2.0%	1.0%	2.3%
Was Benchmark Met? (Yes/No)	NO	NO	NO

Hiring Rate, Individuals with Disabilities [\(LINK BACK TO TOP\)](#)

There is no recommended hiring benchmark for Individuals with Disabilities.

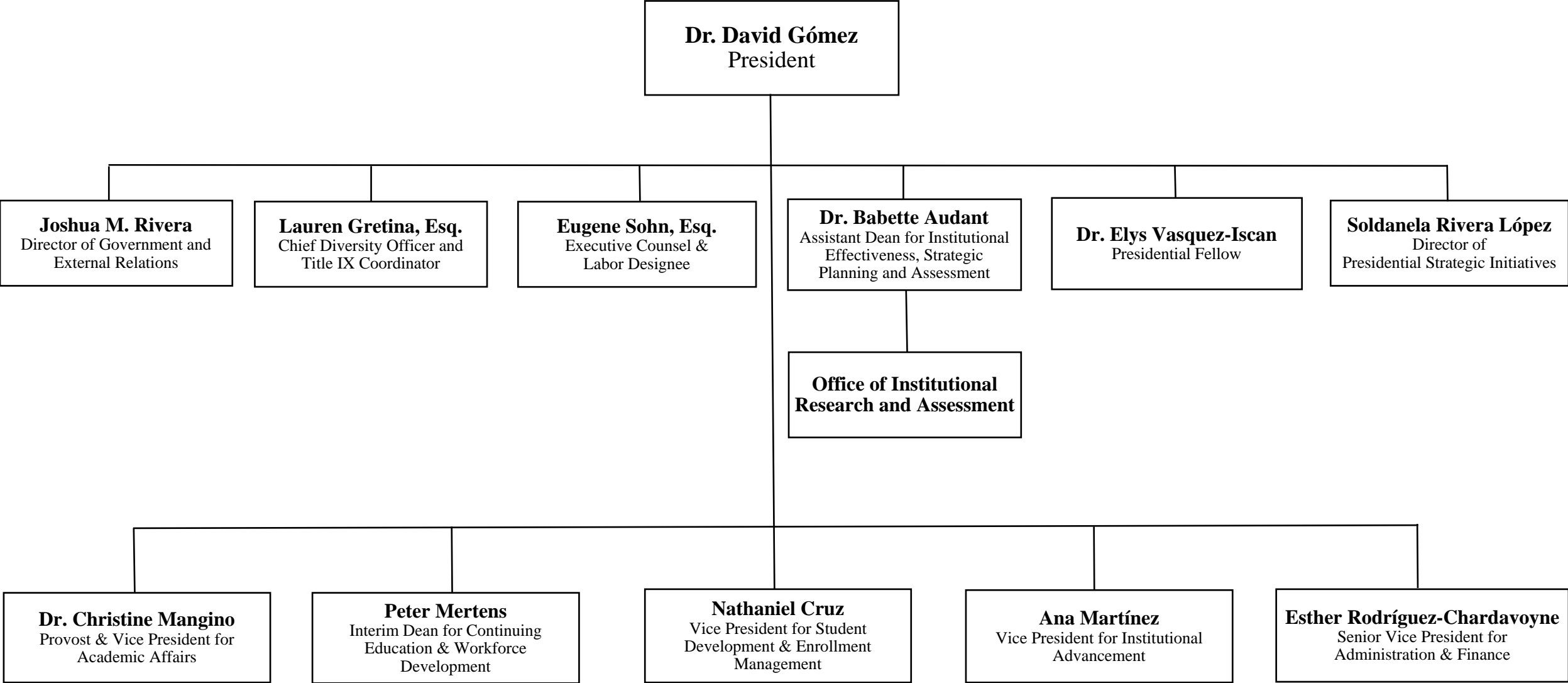
Factor	2019-2020	2018-2019	2017-2018
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	137	104	263
B. Total number of job openings	33	78	112
C. Total number of jobs filled	50	98	146
D. Total number of applicants for all jobs	3054	2970	6892
E. Number of Individuals with Disabilities hired	5	2	2
F. Total number of applicants hired	51	98	87
Hiring Rate (E Divided by F)	9.8%	2.0%	2.3%

APPENDICES

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

This Appendix provides a high-level organization chart.

HOSTOS COMMUNITY COLLEGE
EXECUTIVE ORGANIZATIONAL CHART
JULY 2020



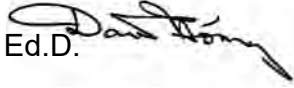
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Hostos CC

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

To: Campus Community

From: David Gómez, Ed.D.
President



Date: September 12, 2019

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 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 view the Equal Opportunity Policy in its entirety, including the complaint procedures and prohibition against retaliation links which can be found on the Compliance and Diversity page of the Hostos Community College website <https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Compliance-and-Diversity>.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer, Lauren Gretina, Esq., who will also serve as the 504/ADA Coordinator. Vice Presidents, Deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Compliance and Diversity (OCD) is located in Room A-336 at 475 Grand Concourse, Bronx, New York 10451, and the telephone number is (718) 518-4284. Any individual who believes they have experienced discrimination should immediately contact Ms. Gretina at (718) 518-4284.

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

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

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

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

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

Full Time Employee Count (excludes Chief Executive): 633

Hostos CC

Category: Executive/Administrative/Managerial**Group: Administration 1 (Executive)**

Employees: 13

Description

Executive Compensation Plan (Other Than Chief Executive)

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

Labor Market Availability Factors

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

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

Hostos CC

Category: Executive/Administrative/Managerial**Group: Administration 2 (Manager)**

Employees: 71

Description

Manager-Level Administrators

Labor Market Availability Factors

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

Title(s)	Employees
HE Associate	37
HE Officer	34

Group: Facility Manager

Employees: 2

Description

Facility Superintendents (Managerial)

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

Labor Market Availability Factors

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

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

Hostos CC

Category: Executive/Administrative/Managerial**Group: IT Computer Manager**

Employees: 2

Description

Information Technology Managers (Managerial)

Labor Market Availability Factors

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

Title(s)	Employees
IT Computer Systems Mgr	2

Group: Security Manager

Employees: 2

Description

Campus Security Managers (Managerial)

Labor Market Availability Factors

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

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

Hostos CC

Category: Professional Faculty**Group: Faculty-Developmental**

Employees: 17

Description

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

Labor Market Availability Factors

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

Title(s)	Employees
CLIP Instructor	8
CUNY Start Instructor	9

Group: Faculty-Instructor

Employees: 3

Description

Instructor Faculty excluding Librarians. Instructors are term-limited faculty whose positions convert to Assistant Professor upon completion of a doctorate within five years. They are generally in the process of completing a doctorate-level degree.

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

Labor Market Availability Factors

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

Title(s)	Employees
Instructor	3

Hostos CC

Category: Professional Faculty**Group: Faculty-Lecturer**

Employees: 32

Description

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

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

Labor Market Availability Factors

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

Title(s)	Employees
Lecturer	30
Lecturer Doct Sch	2

Group: Faculty-Librarian

Employees: 10

Description

CUNY Librarians with faculty appointments

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

Labor Market Availability Factors

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

Title(s)	Employees
Assc Professor	3
Asst Professor	6
Professor	1

Category: Professional Faculty

Group: Faculty-Professorial

Employees: 147

Description

Tenure-eligible faculty (excluding Librarians) for whom a terminal degree such as a Doctorate is a minimum qualification.
For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

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

Title(s)	Employees
Assc Professor	37
Asst Professor	74
Professor	36

Hostos CC

Category: Professional Non-Faculty**Group: Accountant**

Employees: 2

Description

Accountants (Professionals)

Labor Market Availability Factors

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

Title(s)	Employees
Finance Accountant	1
Purchasing Agent	1

Group: Administration 3 (Professional)

Employees: 142

Description

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

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

Title(s)	Employees
Asst to HEO	53
HE Assistant	89

Hostos CC

Category: Professional Non-Faculty**Group: IT Computer Professional**

Employees: 16

Description

Information Technology Professionals

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

Labor Market Availability Factors

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

Title(s)	Employees
IT Associate	1
IT Asst	10
IT Bus Data Rep Analyst	1
IT Sr Associate	4

Group: Nurse

Employees: 1

Description

Nurses

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

Labor Market Availability Factors

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

Title(s)	Employees
Nurse	1

Hostos CC

Category: Administrative Support Workers**Group: Accountant Assistant**

Employees: 2

Description

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

Labor Market Availability Factors

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

Title(s) Employees

Finance Accountant Asst 2

Group: Administrative Assistant

Employees: 8

Description

Administrative Support Staff-Senior Level

Labor Market Availability Factors

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

Title(s) Employees

CUNY Admin Asst 8

Hostos CC

Category: Administrative Support Workers**Group: Mail Services Worker**

Employees: 3

Description

Mail Services Workers

Labor Market Availability Factors

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

Title(s)	Employees
Mail Message Svcs Worker	3

Group: Office Assistant

Employees: 46

Description

Administrative Support Staff-Entry Level

Labor Market Availability Factors

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

Title(s)	Employees
CUNY Office Assistant	46

Hostos CC

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

Employees: 12

Description

College Laboratory Technicians (abbreviated as "CLT")

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

Labor Market Availability Factors

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

Title(s)	Employees
College Lab Tech	8
Sr College Lab Tech	4

Group: IT Support Technician

Employees: 5

Description

IT Technical Support Workers

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

Labor Market Availability Factors

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

Title(s)	Employees
IT Support Asst	5

Category: Technicians

Group: Print Shop

Employees: 2

Description

Print Shop and Related Tech Workers

Labor Market Availability Factors

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

Title(s)	Employees
Print Shop Assistant	2

Hostos CC

Category: **Craft Workers**

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

Employees: 8

Description

Buildings and Grounds Workers

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

Labor Market Availability Factors

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

Title(s)	Employees
Maintenance Worker	8

Group: **Laborers and Helpers**

Employees: 6

Description

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

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

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

Hostos CC

Category: Craft Workers**Group: Skilled Trades**

Employees: 10

Description

Skilled Tradespeople

Labor Market Availability Factors

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

Title(s)	Employees
Electrician	2
High Pressure Plant Tender	1
Locksmith	1
Oiler	1
Painter	2
Stationary Engineer	3

Group: Skilled Trades-Supervisor

Employees: 3

Description

Skilled Trades Supervisors

Labor Market Availability Factors

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

Title(s)	Employees
Plumber Supervisor	1
Stationary Engineer Sr	1
Thermostat Repairer Supv	1

Hostos CC

Category: Service Workers and Others**Group: Campus Peace Officer**

Employees: 18

Description

Campus Security-Mid Level Staff

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

Labor Market Availability Factors

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

Title(s) Employees

Campus Peace Officer 18

Group: Campus Public Safety Sergeant

Employees: 6

Description

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

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

Title(s) Employees

Campus Pub Safety Sergeant 4

Campus Security Specialist 2

Hostos CC

Category: Service Workers and Others**Group: Campus Security Assistant**

Employees: 6

Description

Campus Security-Entry Level Staff

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

Labor Market Availability Factors

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

Title(s) Employees

Campus Security Asst 6

Group: Custodial

Employees: 31

Description

Custodians-Entry Level

Labor Market Availability Factors

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

Title(s) Employees

Custodial Assistant 31

Category: Service Workers and Others

Group: Custodial Supervisor

Employees: 7

Description

Custodial Supervisors

Labor Market Availability Factors

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

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

Hostos CC

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

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

Hostos CC

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

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

Total Faculty: 209

Hostos CC

Discipline: Biological and Biomedical Sciences AND Physical Sciences

Faculty: 22

Department ID	Department Name	Faculty
10033	Natural Sciences	22

Discipline: Business, Management, Marketing, Support Services

Faculty: 10

Department ID	Department Name	Faculty
10042	Business	10

Discipline: Education

Faculty: 25

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

Discipline: Education - Developmental

Faculty: 18

Department ID	Department Name	Faculty
65068	CLIP	17
75022	Counseling Center	1

Discipline: English Language and Literature/Letters

Faculty: 29

Department ID	Department Name	Faculty
10102	English	29

Discipline: Health Professions and Related Programs

Faculty: 26

Department ID	Department Name	Faculty
10310	Allied Health Sciences	26

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Faculty: 24

Department ID	Department Name	Faculty
10115	Humanities	24

Discipline: Library (Librarians/Non-Teaching)

Faculty: 10

Department ID	Department Name	Faculty
70054	Library	10

Hostos CC

Discipline: Mathematics and Statistics

Faculty: 23

Department ID	Department Name	Faculty
10195	Mathematics	23

Discipline: Social Sciences

Faculty: 22

Department ID	Department Name	Faculty
10028	Behavioral & Social Sciences	22

Hostos CC

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

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

Full-Time Employee Count: 12

Discipline: College Lab Tech-Blended Science Engineering Technical

Employees: 8

Department ID	Department Name	Technicians
10310	Allied Health Sciences	4
70054	Library	1
10033	Natural Sciences	3

Discipline: College Lab Tech-Other

Employees: 4

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

Hostos CC

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

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

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

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

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

Hostos CC

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)
Description: Executive Compensation Plan (Other Than Chief Executive)
Full-time Employees: 13

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04316	Asst Vice President
04314	Dean
04701	Sr Vice President
04702	Vice President

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	8	9	2	1	6
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	61.5%	69.2%	15.4%	7.7%	46.2%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Hostos CC

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)

Description: Manager-Level Administrators

Full-time Employees: 71

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	40	53	3	16	33
Underutilized (Y = Yes)			Y		
Number Underutilized			5		
Actual Utilization Percent	56.3%	74.6%	4.2%	22.5%	46.5%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Hostos CC

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)
Description: Entry and Mid-Level Administrators (Professionals)
Full-time Employees: 142

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	109	129	7	37	82
Underutilized (Y = Yes)			Y		
Number Underutilized			10		
Actual Utilization Percent	76.8%	90.8%	4.9%	26.1%	57.7%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Hostos CC

Category: Professional Non-Faculty

Job Group: IT Computer Professional

Description: Information Technology Professionals

Full-time Employees: 16

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	16	3	1	10
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	4		1	1	
Actual Utilization Percent	18.8%	100.0%	18.8%	6.3%	62.5%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Hostos CC

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Support Staff-Senior Level

Full-time Employees: 8

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	6	8	0	4	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	75.0%	100.0%	0.0%	50.0%	37.5%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

Hostos CC

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 46

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	42	45	2	11	31
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	91.3%	97.8%	4.3%	23.9%	67.4%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Hostos CC

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds
Description: Buildings and Grounds Workers
Full-time Employees: 8

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	3	0	2	1
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	0	2	1		2
Actual Utilization Percent	12.5%	37.5%	0.0%	25.0%	12.5%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%

Hostos CC

Category: Craft Workers

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

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	4	0	2	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	0.0%	66.7%	0.0%	33.3%	33.3%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

Hostos CC

Category: Craft Workers

Job Group: Skilled Trades
Description: Skilled Tradespeople
Full-time Employees: 10

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	4	0	1	3
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	0		0	0	
Actual Utilization Percent	0.0%	40.0%	0.0%	10.0%	30.0%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

Hostos CC

Category: Technicians

Job Group: IT Support Technician

Description: IT Technical Support Workers

Full-time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	5	1	0	4
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	40.0%	100.0%	20.0%	0.0%	80.0%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%

Hostos CC

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant
Description: Campus Security Supervisors and Campus Security Specialists
Full-time Employees: 6

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	6	1	2	3
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	0			1	
Actual Utilization Percent	16.7%	100.0%	16.7%	33.3%	50.0%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Hostos CC

Category: Service Workers and Others

Job Group: Campus Peace Officer

Description: Campus Security-Mid Level Staff

Full-time Employees: 18

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	17	1	7	9
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	22.2%	94.4%	5.6%	38.9%	50.0%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Hostos CC

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	6	0	4	2
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	66.7%	100.0%	0.0%	66.7%	33.3%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Hostos CC

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 7

Employees in this group hold the following titles:

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

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	7	0	3	4
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	28.6%	100.0%	0.0%	42.9%	57.1%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Hostos CC

Category: Service Workers and Others

Job Group: Custodial

Description: Custodians-Entry Level

Full-time Employees: 31

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	9	30	0	11	19
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	29.0%	96.8%	0.0%	35.5%	61.3%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Hostos CC

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

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

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

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

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

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 8

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

Department ID Department Name

10310 Allied Health Sciences
70054 Library
10033 Natural Sciences

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	7	0	1	5
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	62.5%	87.5%	0.0%	12.5%	62.5%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

Hostos CC

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

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

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

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

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

Hostos CC

Biological and Biomedical Sciences AND Physical Sciences

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

10033 Natural Sciences

Job Group Faculty-Professorial

Total Faculty: 20

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	10	4	0	6
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	45.0%	50.0%	20.0%	0.0%	30.0%
Labor Market Avail. Percent	45.8%	23.2%	10.0%	4.0%	6.8%

Hostos CC

Business, Management, Marketing, Support Services

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

10042 Business

Job Group Faculty-Professorial

Total Faculty: 6

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	4	0	1	3
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	1		0	0	
Actual Utilization Percent	33.3%	66.7%	0.0%	16.7%	50.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Hostos CC

Education

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

10084	Education
10176	Language & Cognition

Job Group Faculty-Professorial

Total Faculty: 19

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	14	9	0	3	6
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	73.7%	47.4%	0.0%	15.8%	31.6%
Labor Market Avail. Percent	69.1%	33.2%	3.8%	18.8%	8.6%

Job Group Faculty-Lecturer

Total Faculty: 6

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	4	0	1	3
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	66.7%	66.7%	0.0%	16.7%	50.0%
Labor Market Avail. Percent	78.3%	27.5%	4.8%	8.6%	12.3%

Hostos CC

Education - Developmental

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

65068 CLIP
75022 Counseling Center

Job Group Faculty-Developmental

Total Faculty: 17

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	12	10	2	6	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	70.6%	58.8%	11.8%	35.3%	11.8%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

Hostos CC

English Language and Literature/Letters

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

10102 English

Job Group Faculty-Professorial

Total Faculty:	24	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		13	4	1	0	3
Underutilized (Y = Yes)					Y	
Number Underutilized					1	
Actual Utilization Percent		54.2%	16.7%	4.2%	0.0%	12.5%
Labor Market Avail. Percent		63.4%	14.6%	3.6%	4.2%	4.8%

Job Group Faculty-Lecturer

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		2	2	0	2	0
Underutilized (Y = Yes)		Y		Y		Y
Number Underutilized		2		0		1
Actual Utilization Percent		40.0%	40.0%	0.0%	40.0%	0.0%
Labor Market Avail. Percent		71.6%	33.6%	6.4%	9.7%	14.2%

Hostos CC

Health Professions and Related Programs

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

10310 Allied Health Sciences

Job Group **Faculty-Professorial**

Total Faculty: 25		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		17	17	5	5	6
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		68.0%	68.0%	20.0%	20.0%	24.0%
Labor Market Avail. Percent		58.8%	32.0%	17.1%	6.2%	6.1%

Hostos CC

Liberal Arts and Sciences, General Studies & Humanities

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

10115 Humanities

Job Group Faculty-Professorial

Total Faculty:	19	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		10	12	0	2	9
Underutilized (Y = Yes)				Y		
Number Underutilized				1		
Actual Utilization Percent		52.6%	63.2%	0.0%	10.5%	47.4%
Labor Market Avail. Percent		58.3%	16.7%	4.2%	3.1%	6.3%

Job Group Faculty-Lecturer

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		2	4	0	0	4
Underutilized (Y = Yes)		Y		Y	Y	
Number Underutilized		1		0	1	
Actual Utilization Percent		40.0%	80.0%	0.0%	0.0%	80.0%
Labor Market Avail. Percent		59.5%	35.5%	3.9%	15.0%	13.4%

Hostos CC

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group Faculty-Librarian

Total Faculty: 10		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		8	6	2	2	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		80.0%	60.0%	20.0%	20.0%	20.0%
Labor Market Avail. Percent		82.8%	13.6%	4.0%	4.4%	3.8%

Hostos CC

Mathematics and Statistics

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

10195 Mathematics

Job Group Faculty-Professorial

Total Faculty:	16	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		6	8	4	2	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		37.5%	50.0%	25.0%	12.5%	12.5%
Labor Market Avail. Percent		25.9%	24.2%	10.3%	3.7%	6.3%

Job Group Faculty-Lecturer

Total Faculty:	7	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		2	6	0	2	4
Underutilized (Y = Yes)		Y		Y		
Number Underutilized		1		1		
Actual Utilization Percent		28.6%	85.7%	0.0%	28.6%	57.1%
Labor Market Avail. Percent		41.1%	37.2%	17.3%	6.3%	10.8%

Hostos CC

Social Sciences

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

10028 Behavioral & Social Sciences

Job Group Faculty-Professorial

Total Faculty:	18	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		9	11	1	4	6
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		50.0%	61.1%	5.6%	22.2%	33.3%
Labor Market Avail. Percent		46.9%	20.7%	5.7%	5.5%	7.5%

Hostos CC

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

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

Personnel Action Categories

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

Job Group Summary

Faculty-Professorial

(Select Group from Drop-Down)

	Net Group Changes
Total	5
Male	1
Female	4
Other/Unknown	-
Total Min	4
Asian	(1)
Black	1
Hispanic	4
Other Minority	-
All White	1
Unknown	-
Veterans	-
Individuals w/Disabilities	-

NET ADDITIONS		Additions by Type	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group
12		10	2
4	33%	3	1
8	67%	7	1
-	0%	-	-
8	67%	6	2
2	17%	2	-
2	17%	2	-
4	33%	2	2
-	0%	-	-
4	33%	4	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group
(7)		(6)	(1)
(3)	43%	(3)	-
(4)	57%	(3)	(1)
-	0%	-	-
(4)	57%	(3)	(1)
(3)	43%	(2)	(1)
(1)	14%	(1)	-
-	0%	-	-
-	0%	-	-
(3)	43%	(3)	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-

CHANGES WITHIN JOB GROUP (not counted in totals)	
Advance-ments	Other Changes
12	-
3	-
9	-
-	-
3	-
-	-
-	-
2	-
1	-
8	-
1	-
-	-
-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

EEO Category Summary

Executive/Administrative/Managerial

		NET ADDITIONS		Additions by Type	
	Net category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
Total	(3)	13		11	2
Male	-	6	46%	5	1
Female	(3)	7	54%	6	1
Other/Unknown	-	-	0%	-	-
Total Min	(4)	8	62%	6	2
Asian	(1)	-	0%	-	-
Black	6	6	46%	5	1
Hispanic	(8)	2	15%	1	1
Other Minority	(1)	-	0%	-	-
All White	1	5	38%	5	-
Unknown	-	-	0%	-	-
Veterans	-	-	0%	-	-
Individuals w/Disabilities	1	1	8%	1	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(16)		(14)	(2)
(6)	38%	(5)	(1)
(10)	63%	(9)	(1)
-	0%	-	-
(12)	75%	(10)	(2)
(1)	6%	(1)	-
-	0%	-	-
(10)	63%	(8)	(2)
(1)	6%	(1)	-
(4)	25%	(4)	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-

Detail of Transfers or Promotions out of Category			
Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty
-	-	-	(2)
-	-	-	(1)
-	-	-	(1)
-	-	-	-
-	-	-	(2)
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance-ments	Other Changes
3	-
-	-
3	-
-	-
2	-
-	-
-	-
2	-
-	-
1	-
-	-
-	-
-	-
-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary
Professional Faculty

		NET ADDITIONS		Additions by Type	
	Net category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
Total	1	19		17	2
Male	-	8	42%	7	1
Female	1	11	58%	10	1
Other/Unknown	-	-	0%	-	-
Total Min	2	14	74%	12	2
Asian	-	3	16%	3	-
Black	1	4	21%	4	-
Hispanic	1	7	37%	5	2
Other Minority	-	-	0%	-	-
All White	(1)	5	26%	5	-
Unknown	-	-	0%	-	-
Veterans	1	1	5%	1	-
Individuals w/Disabilities	-	-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(18)		(17)	(1)
(8)	44%	(8)	-
(10)	56%	(9)	(1)
-	0%	-	-
(12)	67%	(11)	(1)
(3)	17%	(2)	(1)
(3)	17%	(3)	-
(6)	33%	(6)	-
-	0%	-	-
(6)	33%	(6)	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-

Detail of Transfers or Promotions out of Category			
Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty
(1)	-	-	-
-	-	-	-
(1)	-	-	-
-	-	-	-
(1)	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance-ments	Other Changes
12	-
3	-
9	-
-	-
3	-
-	-
2	-
1	-
8	-
1	-
-	-
-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary
Professional Non-Faculty

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
	Net category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	10	23		21	2	(13)		(9)	(4)	(4)	-	-	-	3	-
Male	5	7	30%	6	1	(2)	15%	(1)	(1)	(1)	-	-	-	-	-
Female	5	16	70%	15	1	(11)	85%	(8)	(3)	(3)	-	-	-	3	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	9	21	91%	19	2	(12)	92%	(8)	(4)	(4)	-	-	-	3	-
Asian	1	2	9%	-	2	(1)	8%	(1)	-	-	-	-	-	-	-
Black	3	5	22%	5	-	(2)	15%	(1)	(1)	(1)	-	-	-	-	-
Hispanic	4	13	57%	13	-	(9)	69%	(6)	(3)	(3)	-	-	-	3	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	1	2	9%	2	-	(1)	8%	(1)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	1	4%	1	-	(1)	8%	(1)	-	-	-	-	-	-	-
Individuals w/Disabilities	2	2	9%	2	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Administrative Support Workers

	Net category Changes	NET ADDITIONS		Additions by Type	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
Total	(3)	4		4	-
Male	(2)	-	0%	-	-
Female	(1)	4	100%	4	-
Other/Unknown	-	-	0%	-	-
Total Min	(3)	4	100%	4	-
Asian	(2)	-	0%	-	-
Black	(2)	1	25%	1	-
Hispanic	1	3	75%	3	-
Other Minority	-	-	0%	-	-
All White	-	-	0%	-	-
Unknown	-	-	0%	-	-
Veterans	-	-	0%	-	-
Individuals w/Disabilities	-	-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(7)		(4)	(3)
(2)	29%	(1)	(1)
(5)	71%	(3)	(2)
-	0%	-	-
(7)	100%	(4)	(3)
(2)	29%	-	(2)
(3)	43%	(2)	(1)
(2)	29%	(2)	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-

Detail of Transfers or Promotions out of Category			
Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty
(3)	-	-	-
(1)	-	-	-
(2)	-	-	-
-	-	-	-
(3)	-	-	-
(2)	-	-	-
(1)	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance-ments	Other Changes
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Technicians

	Net category Changes	NET ADDITIONS		Additions by Type	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
Total	(1)	1		1	-
Male	(2)	-	0%	-	-
Female	1	1	100%	1	-
Other/Unknown	-	-	0%	-	-
Total Min	(1)	1	100%	1	-
Asian	1	1	100%	1	-
Black	(1)	-	0%	-	-
Hispanic	(1)	-	0%	-	-
Other Minority	-	-	0%	-	-
All White	-	-	0%	-	-
Unknown	-	-	0%	-	-
Veterans	-	-	0%	-	-
Individuals w/Disabilities	-	-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(2)		(2)	-
(2)	100%	(2)	-
-	0%	-	-
-	0%	-	-
(2)	100%	(2)	-
-	0%	-	-
(1)	50%	(1)	-
(1)	50%	(1)	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-
-	0%	-	-

Detail of Transfers or Promotions out of Category			
Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance- ments	Other Changes
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Craft Workers

	Net category Changes	NET ADDITIONS		Additions by Type	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category
Total	(2)	1		1	-
Male	(2)	1	100%	1	-
Female	-	-	0%	-	-
Other/Unknown	-	-	0%	-	-
Total Min	-	1	100%	1	-
Asian	-	-	0%	-	-
Black	-	-	0%	-	-
Hispanic	-	1	100%	1	-
Other Minority	-	-	0%	-	-
All White	(2)	-	0%	-	-
Unknown	-	-	0%	-	-
Veterans Individuals w/Disabilities	(1)	-	0%	-	-
	-	-	0%	-	-

NET SUBTRACTIONS		Subtractions by Type	
Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category
(3)		(3)	-
(3)	100%	(3)	-
-	0%	-	-
-	0%	-	-
(1)	33%	(1)	-
-	0%	-	-
-	0%	-	-
(1)	33%	(1)	-
-	0%	-	-
(2)	67%	(2)	-
-	0%	-	-
(1)	33%	(1)	-
-	0%	-	-

Detail of Transfers or Promotions out of Category			
Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

CHANGES WITHIN CATEGORY (not counted in totals)	
Advance- ments	Other Changes
1	-
1	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
1	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

EEO Category Summary

Service Workers and Others

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Category				CHANGES WITHIN CATEGORY (not counted in totals)	
	Net category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Left for a Higher category	Left for a Lower category	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(7)	11		11	-	(18)		(18)	-	-	-	-	-	-	-
Male	(4)	7	64%	7	-	(11)	61%	(11)	-	-	-	-	-	-	-
Female	(3)	4	36%	4	-	(7)	39%	(7)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(7)	11	100%	11	-	(18)	100%	(18)	-	-	-	-	-	-	-
Asian	(1)	-	0%	-	-	(1)	6%	(1)	-	-	-	-	-	-	-
Black	(6)	4	36%	4	-	(10)	56%	(10)	-	-	-	-	-	-	-
Hispanic	-	7	64%	7	-	(7)	39%	(7)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of an EEO Job Category, which normally includes more than one job group. Moves between job groups within a category may appear in the "Internal Advancements" column.

Hostos CC

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

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

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

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

APPENDIX F-2 - TENURE ACTIONS BY DEPT / JOB GROUP / TITLE (FACULTY / CLT)
2020 - 2021
Hostos CC
Allied Health Sciences

Assc Professor	Gained Tenure	Tenured	Female	Other
Assc Professor	Gained Tenure	Tenured	Female	White
College Lab Tech	Gained Tenure	Tenured	Female	Hispanic/Latino

Behavioral & Social Sciences

Assc Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Female	Hispanic/Latino

English

Assc Professor	Gained Tenure	Tenured	Female	White
Assc Professor	Gained Tenure	Tenured	Female	White
Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White

Humanities

Lecturer	Gained Tenure	CCE Certificate Continuous Emp	Male	White
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Mathematics

Assc Professor	Gained Tenure	Tenured	Female	Hispanic/Latino
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Natural Sciences

Assc Professor	Gained Tenure	Tenured	Male	White
Assc Professor	Gained Tenure	Tenured	Female	Unknown

Summary for the College

Total Staff:	Ttl Minority	Asian	Black/AfAm	Hispanic/Latino	White	Oth/Unk
9 Female	4	0	0	3	4	2
3 Male	0	0	0	0	3	0
0 Oth/Unk	0	0	0	0	0	0
12 Total	4	0	0	3	7	2

Hostos CC

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2019 through May 31, 2020).

Category Summary

Executive-Administrative-Managerial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	845	597		50		9		9	
Male	331	233	39%	27	54%	3	33%	3	33%
Female	431	297	50%	18	36%	4	44%	4	44%
Other	79	63	11%	5	10%	2	22%	2	22%
Total Min	622	437	73%	35	70%	4	44%	4	44%
Asian	67	45	8%	3	6%	-	0%	-	0%
Black	291	201	34%	15	30%	2	22%	2	22%
Hispanic/Latino	245	178	30%	16	32%	2	22%	2	22%
Other inc 2 or more	19	13	2%	1	2%	-	0%	-	0%
All White	186	135	58%	14	52%	5	167%	5	167%
								-	
Unknown	37	25	4%	1	2%	-	0%	-	0%
Veterans	17	13	65%	-	0%	-	0%	-	0%
Indiv. w Disabilities	32	27	23%	2	15%	1	25%	1	25%

Category Summary

Professional Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	50	50		-		-		-	
Male	21	21	42%	-	0%	-	0%	-	0%
Female	15	15	30%	-	0%	-	0%	-	0%
Other	14	14	28%	-	0%	-	0%	-	0%
Total Min	43	43	86%	-	0%	-	0%	-	0%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	34	34	68%	-	0%	-	0%	-	0%
Hispanic/Latino	5	5	10%	-	0%	-	0%	-	0%
Other inc 2 or more	4	4	8%	-	0%	-	0%	-	0%
All White	4	4	19%	-	0%	-	0%	-	0%
								-	
Unknown	3	3	6%	-	0%	-	0%	-	0%
Veterans	1	1	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	1	1	25%	-	0%	-	0%	-	0%

Category Summary

Professional Non-Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	2,516	2,346		60		23		23	
Male	806	764	33%	18	30%	7	30%	7	30%
Female	1,517	1,414	60%	40	67%	15	65%	15	65%
Other	185	161	7%	2	3%	1	4%	1	4%
Total Min	2,064	1,921	82%	50	83%	18	78%	18	78%
Asian	230	210	9%	6	10%	-	0%	-	0%
Black	823	767	33%	20	33%	7	30%	7	30%
Hispanic/Latino	930	874	37%	24	40%	11	48%	11	48%
Other inc 2 or more	81	70	3%	-	0%	-	0%	-	0%
All White	380	359	47%	9	50%	4	57%	4	57%
								-	
Unknown	72	66	3%	1	2%	1	4%	1	4%
Veterans	44	43	93%	1	33%	1	50%	1	50%
Indiv. w Disabilities	103	96	31%	6	100%	4	200%	4	200%

Category Summary

Administrative Support Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	-	-		-		-		-	
Male	-	-	0%	-	0%	-	0%	-	0%
Female	-	-	0%	-	0%	-	0%	-	0%
Other	-	-	0%	-	0%	-	0%	-	0%
Total Min	-	-	0%	-	0%	-	0%	-	0%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	-	-	0%	-	0%	-	0%	-	0%
Hispanic/Latino	-	-	0%	-	0%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
All White	-	-	0%	-	0%	-	0%	-	0%
								-	
Unknown	-	-	0%	-	0%	-	0%	-	0%
Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

Category Summary

Craft Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	-	-		-		-		-	
Male	-	-	0%	-	0%	-	0%	-	0%
Female	-	-	0%	-	0%	-	0%	-	0%
Other	-	-	0%	-	0%	-	0%	-	0%
Total Min	-	-	0%	-	0%	-	0%	-	0%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	-	-	0%	-	0%	-	0%	-	0%
Hispanic/Latino	-	-	0%	-	0%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
All White	-	-	0%	-	0%	-	0%	-	0%
								-	
Unknown	-	-	0%	-	0%	-	0%	-	0%
Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

Category Summary

Technicians

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	-	-		-		-		-	
Male	-	-	0%	-	0%	-	0%	-	0%
Female	-	-	0%	-	0%	-	0%	-	0%
Other	-	-	0%	-	0%	-	0%	-	0%
Total Min	-	-	0%	-	0%	-	0%	-	0%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	-	-	0%	-	0%	-	0%	-	0%
Hispanic/Latino	-	-	0%	-	0%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
All White	-	-	0%	-	0%	-	0%	-	0%
								-	
Unknown	-	-	0%	-	0%	-	0%	-	0%
Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

Category Summary

Service Workers and Others

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	61	61		-		-		-	
Male	30	30	49%	-	0%	-	0%	-	0%
Female	12	12	20%	-	0%	-	0%	-	0%
Other	19	19	31%	-	0%	-	0%	-	0%
Total Min	50	50	82%	-	0%	-	0%	-	0%
Asian	7	7	11%	-	0%	-	0%	-	0%
Black	23	23	38%	-	0%	-	0%	-	0%
Hispanic/Latino	19	19	31%	-	0%	-	0%	-	0%
Other inc 2 or more	1	1	2%	-	0%	-	0%	-	0%
All White	5	5	17%	-	0%	-	0%	-	0%
								-	
Unknown	6	6	10%	-	0%	-	0%	-	0%
Veterans	5	5	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	1	1	20%	-	0%	-	0%	-	0%

Hostos CC

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

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

Total Individual(s) with Disabilities: 18 Percent of total reported employees: 2.8%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

2020 - 2021

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Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	13	0	0.0%
Administration 2 (Manager)	71	4	5.6%
Facility Manager	2	0	0.0%
IT Computer Manager	2	0	0.0%
Security Manager	2	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	147	0	0.0%
Faculty-Librarian	10	1	10.0%
Faculty-Instructor	3	0	0.0%
Faculty-Lecturer	32	1	3.1%
Faculty-Developmental	17	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	2	0	0.0%
Administration 3 (Professional)	142	11	7.7%
IT Computer Professional	16	0	0.0%
Nurse	1	0	0.0%

Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	2	0	0.0%
Administrative Assistant	8	0	0.0%
Office Assistant	46	0	0.0%
Mail Services Worker	3	0	0.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	8	0	0.0%
Laborers and Helpers	6	0	0.0%
Skilled Trades-Supervisor	3	0	0.0%
Skilled Trades	10	0	0.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	12	0	0.0%
IT Support Technician	5	1	20.0%
Print Shop	2	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	6	0	0.0%
Campus Peace Officer	18	0	0.0%
Campus Security Assistant	6	0	0.0%
Custodial Supervisor	7	0	0.0%
Custodial	31	0	0.0%