



COMPLIANCE AND DIVERSITY 2021-2022 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 Concourse.

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



TABLE OF CONTENTS

PART ONE: INTRODUCTION AND BACKGROUND 3

- OVERVIEW 3
- ORGANIZATION CHART 6
- RELEVANT POLICIES 6
- RESPONSIBILITY FOR IMPLEMENTATION 9
- IMPACT OF COVID-RELATED EVENTS 11

PART TWO: DATA AND ANALYSIS 12

- DATA SOURCES 12
- WORKFORCE ANALYSIS 14
- JOB GROUPS, DISCIPLINES, AND MARKET DATA 14
- UTILIZATION ANALYSIS 17
- OTHER ANALYSES 26

PART THREE: ACTION-ORIENTED PROGRAMS 31

- PRIOR-YEAR PROGRAMS 31
- 2021-2022 PLANNED PROGRAMS 37
- ONGOING ACTIVITIES 40
- INTERNAL AUDIT AND REPORTING 40

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS 42

- EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY 42
- REVIEW OF PERSONNEL PROCESSES 43
- REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS 43
- REASONABLE ACCOMMODATIONS 44
- HARASSMENT PREVENTION 45
- EXTERNAL POLICY DISSEMINATION 45
- OUTREACH AND POSITIVE RECRUITING 45
- INTERNAL POLICY DISSEMINATION 47
- IMPLEMENTATION RESPONSIBILITY 48
- TRAINING 49
- AUDIT AND REPORTING SYSTEM 49
- BENCHMARK COMPARISONS 50

APPENDICES 52

PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. This unit is one of CUNY's Affirmative Action Establishments.

This plan reflects requirements for implementing:

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

Some aspects of this plan also reflect state and local regulations, guidelines for public entities, CUNY Board resolutions, and CUNY policy.

The employee census date is June 1, 2021. The previous reporting year was June 1, 2020 – May 31, 2021. The program year for this plan is September 1, 2021 – August 31, 2022.

We address disruptions due to the 2020-2021 COVID-19 outbreak later in this report.

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 November 2021, 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, which will host several programs, including the ASAP and the Student Success Coaching Unit will open in rental space at 429 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.

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.

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 identified in Executive Order 11246 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.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

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 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 its non-discrimination policies annually. **Appendix B** contains the most recent reaffirmation letter, issued September 15, 2020.

Other important policies available on CUNY's "Policies and Resources" webpage include:

- [Campus and Workplace Violence Policy](#)
- [Domestic Violence and the Workplace Policy](#)
- [Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#)

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus Office of Public Safety, Chief Arnaldo Bernabe, (718) 518-6888 or the [Public Safety Department - Hostos Community College](#) webpage.

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

The President, Daisy Cocco De Filippis, PhD., oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies.

The President designates personnel to manage Affirmative Action, diversity and compliance, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator. The President ensures these personnel have authority, staffing, and other resources to fulfill their assigned responsibilities.

The President communicates commitment to equal employment opportunity, issuing an annual reaffirmation of this commitment, and issues required reports, including this Affirmative Action Plan.

Chief Diversity Officer

The President has appointed Latoya S. Jeffers, Esq. as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes policies, notices and revisions, and integrates them into training programs, search committee orientations, websites, and other communications
- Evaluates 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
- 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 2020-2021 Reporting Year (June 1, 2020-May 31, 2021) were:

- Nancy Genova, Behavioral and Social Sciences
- Malik Sullivan, Registrar
- Stacey Cooper, Behavioral and Social Sciences
- Maria de Carmen Inda Garcia, Natural Sciences
- Charles Rice-Gonzalez, English
- Hector Soto, Behavioral and Social Sciences
- Elys Vasquez-Iscan, Education
- Emmanuel Alberto Velayos Larabure, Humanities
- Elbagina Bonilla, SDEM, HEO
- Lauren Gretina, Chief Diversity Officer
- Monsita Colon, Hostos Student
- Salimatou Bah, Hostos Student

University Management

CUNY's University Office of Recruitment and Diversity (ORD) establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs described in this plan. ORD also maintains systems support for data collection (including self-identification data) and job posting.

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, CUNY Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and work for the remainder of the academic year. CUNY anticipates beginning the return in late summer 2021. The transition and resulting shifts in priorities affect the university's operations in many ways. We have cancelled or postponed some hiring plans. We have limited or cancelled public events and other activities we could not conduct remotely.

Certain practices have continued unchanged. The Chief Diversity Officer has continued work on all major functions including:

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

Additionally, the Chief Diversity Officer continued to work on various committees and on various initiatives as follows:

- Advisory Committee on Campus Security
- Campus Civility Committee
- Affirmative Action, Equity, and Inclusion Committee
- ADA Planning and Compliance at Hostos

PART TWO: DATA AND ANALYSIS

We analyze workforce data as mandated to promote a complete assessment, covering:

- Workforce Analysis (Evaluating employment within organizational units/departments)
- Analysis of job groups and academic disciplines
- Comparisons with labor market availability measures (utilization analysis)
- Reviews of Personnel Actions, Recruitment and Hiring, and Compensation.

We rely on methodologies provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particular, the *Educational Institutions Technical Assistance Guide*.

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On June 28, 2021, we extracted data on full-time employees active as of June 1, 2021 from CUNY's system of record, CUNYfirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do 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 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 the federal Affirmative Action plan:

- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino

- White (not a protected group).

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

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

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

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

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

Of 589 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. 579 employees did not identify a veteran status and 574 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. We last updated Labor Market estimates in May 2019.

For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2018 and 2018 - 2019 periods for weighting and lists of feeder jobs, using the demographics of the candidate groups as of the June 1, 2018 employee census.

For external candidates, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), extracted from University of Minnesota's Integrated Public User Microdata Sample (IPUMS).

For faculty discipline-based estimates, we utilized the US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final).

We use the Classification of Instructional Programs (CIP) to identify disciplines.

WORKFORCE ANALYSIS

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

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

We analyze data according to groups of jobs with similar duties and qualifications. 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 also combine job groups into categories based on the federal EEO-1 categories for some summary reports.

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 (excludes Chief Executive)

June, 2021

Hostos CC

Total Employees: 589

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	15	9	60.0%	10	66.7%
Admin 2: Managerial	62	34	54.8%	47	75.8%
Managerial: Facilities	2	0	0.0%	1	50.0%
Managerial: Info Tech	2	0	0.0%	2	100.0%
Managerial: Security	1	0	0.0%	1	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	136	74	54.4%	71	52.2%
Faculty: Librarian	10	8	80.0%	6	60.0%
Faculty: Instructor	3	1	33.3%	3	100.0%
Faculty: Lecturer	25	13	52.0%	20	80.0%
Faculty: Developmental	17	12	70.6%	10	58.8%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	1	0	0.0%	1	100.0%
Admin 3: Professional	141	110	78.0%	128	90.8%
Info Tech: Professional	14	3	21.4%	14	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	7	5	71.4%	7	100.0%
Office Assistant	42	38	90.5%	42	100.0%
Mail Services Worker	4	1	25.0%	4	100.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	12	5	41.7%	10	83.3%
Info Tech: Technician	5	2	40.0%	5	100.0%
Print Media Technician	1	1	100.0%	1	100.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Skilled Trades: Supervisory	2	0	0.0%	0	0.0%
Skilled Trades: Not Supervisory	11	0	0.0%	4	36.4%
Laborers and Helpers	6	0	0.0%	5	83.3%
Basic Crafts-Buildings and Grounds	6	1	16.7%	2	33.3%

Service Workers

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%	15	83.3%
Campus Security Assistant	6	4	66.7%	6	100.0%
Custodial: Supervisory	7	2	28.6%	7	100.0%
Custodial: Assistant	24	4	16.7%	23	95.8%

Workforce Summary

Summary for Professorial Rank Faculty by Title and Tenure Status

June, 2021

Hostos CC

Total Professorial Faculty: 136

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure).

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	59	31	52.5%	35	59.3%
Tenured	15	7	46.7%	8	53.3%
Track Tenure	44	24	54.5%	27	61.4%
Assc Professor	37	23	62.2%	17	45.9%
Tenured	37	23	62.2%	17	45.9%
Professor	40	20	50.0%	19	47.5%
Tenured	40	20	50.0%	19	47.5%

Workforce Summary

Academic Disciplines

With few exceptions, CUNY assigns faculty departments to disciplines as per the US Department of Education's Classification of Instructional Programs (CIP).

CUNY analyzes data about College Laboratory Technicians 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 last updated Labor Market Availability estimates in May 2019. **Appendix C** and **Appendix D** provide the basis for each calculation and details the factors we use. They cover the weighting of internal and external labor markets, geography, occupational qualifications, degree requirements, and academic discipline assignments.

UTILIZATION ANALYSIS

We compare CUNY's workforce with estimated Labor Market Availability by job group. We evaluate utilization for females, major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino and Total Minorities).

We evaluate job groups with a minimum of five incumbents, with the caveat that analyzing groups of less than 30 employees may generate less reliable results.

The President's position reports outside of our establishment and is not included.

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

Appendix E details utilization/underutilization in each category (job group and/or academic discipline). We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

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, results may change substantially with small staffing changes.

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

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 compares three measurements, each calculated using the Labor Market Availability estimates in place at that time.

- 2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
- 2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
- 2021: Underutilization in the 2021 - 2022 Plan (this plan).

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Executive/Administrative/Managerial

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
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Admin 1: Executive

2021	15				
2020	13				
2019	16				

Admin 2: Managerial

2021	62		5		
2020	71		5		
2019	68		4	4	

Professional Non-Faculty

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
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Admin 3: Professional

2021	141		11		
2020	142		10		
2019	129		10		

Info Tech: Professional

2021	14	3	1	1	
2020	16	4	1	1	
2019	16	4	1	1	

Administrative Support Workers

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
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Administrative Assistant

2021	7	1	1		
2020	8		1		
2019	8		1		

Office Assistant

2021	42		1		
2020	46		2		
2019	48				

Underutilization Summary

Technicians

Admin 4: College Lab Technician

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
<i>College Lab Tech: Science, Tech, Eng.</i>						
2021	8			2		
2020	8			2		
2019	9			2		

Info Tech: Technician

2021	5				1	
2020	5				1	
2019	5			1		

Craft Workers

Basic Crafts-Buildings and Grounds

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2021	6		2	1		2
2020	8		2	1		2
2019	8		2	1		2

Laborers and Helpers

2021	6	1				
2020	6	1				
2019	6	1				

Skilled Trades: Not Supervisory

2021	11					
2020	10					
2019	13		2	1	1	

Service Workers

Campus Peace Officer

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2021	18					
2020	18					
2019	20			1		

Campus Public Safety Sergeant

2021	6				2	
2020	6				1	
2019	8	1			1	

Campus Security Assistant

2021	6					
2020	6					
2019	7					

Custodial: Assistant

Underutilization Summary

Service Workers

Custodial: Assistant

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
2021	24	2		1		
2020	31			2		
2019	34			2		

Custodial: Supervisory

2021	7					
2020	7					
2019	7					

**Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs
Hostos CC**

2021 - 2022

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

This summary compares three measurements, each calculated against the Labor Market Availability estimates in place at that time.

- 2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
- 2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
- 2021: Underutilization in the 2021 - 2022 Plan (i.e., this plan).

When underutilization does not change year-to-year, the most common reason is that there has not been an opportunity to hire or promote into that particular group.

Faculty: Professoriate

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Biological and Biomedical Sciences AND Physical Sciences						
2021	20				1	
2020	20				1	
2019	20				1	
Business, Management, Marketing and Support						
2020	6	1				
2019	6	1				
Education						
2021	15			1		
2020	19			1		
2019	18			1		
English Language and Literature/Letters						
2021	24				1	
2020	24				1	
2019	23				1	
Health Professions and Related Programs						
2021	23					
2020	25					
2019	25					
Liberal Arts and Sciences, General Studies & Humanities						
2021	18			1		
2020	19			1		
2019	17					
Mathematics and Statistics						
2021	14					
2020	16					
2019	16					
Social Sciences						

Underutilization Summary

Faculty: Professoriate

Social Sciences

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2021	18					
2020	18					
2019	15			1		

Faculty: Librarian

Library (Librarians/Non-Teaching)

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2021	10					
2020	10					
2019	10					

Faculty: Lecturer

Education

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2021	6					
2020	6					
2019	6					

English Language and Literature/Letters

2020	5	2				1
2019	6	2				1

Liberal Arts and Sciences, General Studies & Humanities

2020	5	1			1	
2019	5	1			1	

Mathematics and Statistics

2020	7	1		1		
2019	6	1		1		

Faculty: Developmental

Education - Developmental

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
2021	17					
2020	17					
2019	22					

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 2020-21 Reporting Year (June 1, 2020–May 31, 2021), Hostos had a total of 589 full-time, permanent employees. Of that total number, 454 (77%) were members of a protected ethnic/racial group and 335 (56.9%) were women. Of the College's 191 full-time employed faculty, 110 are members of a protected ethnic/racial group and 108 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-Professorial group, Hostos has continued to have no underutilization in the Health Professions and Related Programs, Mathematics and Statistics, and Social Sciences AAUs.

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 in the Faculty Librarian or Faculty – Developmental AAUs.

In the majority of the College’s Faculty - Professorial AAUs where underutilization exists, self-identified Asians and Blacks are the affected minority groups. The College continues to make good faith efforts to recruit a diverse applicant pool. The lack of representation reflects the low availability rate in these disciplines as well as in restrictions on hiring due to the COVID-19 pandemic.

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 398 full-time staff employees, 344 (86.4%) of whom are members of a protected ethnic/racial group. In addition of the 398 full-time staff 227 (57.1%), are women. This data demonstrates that Hostos continues to have and embrace a truly diverse and multi-cultural workforce.

Last reporting period, underutilization of Blacks was eliminated in two of the Administrative AAU. That elimination remains. Overall the underutilization for Blacks has been almost eliminated in all staff AAUs but three (Blacks are underutilized by 1 in the IT Computer Professional AAU and the IT Support Technician AAU. Blacks are underutilized by 2 in the Campus Safety Sergeant 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 11 in that category. This is an increase by 1 compared to last reporting period. 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 (2021) as compared with last year’s analysis (2020), we observed the following differences:

Staff

Administration III

Underutilization for Asians increased from 10 to 11. There continues to be no additional underutilization.

IT Computer Professional

Underutilization for females decreased by 1. There continues to be no additional underutilization.

Administrative Assistant

Underutilization in females increased from 0 to 1.

Office Assistant

Underutilization of Asians decreased from 2 to 1.

Custodial

Underutilization of females increased from 0 to 1. Underutilization of Asians decreased from 2 to 1.

Campus Public Safety Sergeant

Underutilization for Blacks increased from 1 to 2. There continues to be no additional underutilization.

Basic Crafts-Building and Grounds

Underutilization for females decreased and was eliminated.

President Daisy Cocco De Filippis 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. This means that we compare rates of hiring, promotion and termination of employees by gender and ethnicity and note material differences. We review activity for all job groups and report the results here for those groups with a material number of actions and/or applicants. **Appendix F** summarizes job actions, including tenure, by Gender and Ethnicity.

To estimate net changes by job group, we compare employee title changes between two reference dates (June 1, 2020 and June 1, 2021). We use this method to accommodate timing and issues in interpreting system data. This method produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year. We note hires, moves to a higher or lower job group, moves within a job group, and separations

Similar to procedures in financial accounting, 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 campus and a hire in the other.

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.

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). Lecturers and College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

Tenure

During the reporting period, 12 faculty members were presented for tenure. Eleven of those faculty members were Associate Professors. All were recommended and granted tenure by the Board of Trustees, effective September 1, 2020. No applications for early tenure were submitted.

The tenure recipients included from the following academic units: Allied Health Services, Behavioral and Social Sciences, Education, English, Humanities, Library, Mathematics and Natural Sciences; 9 out of the 12 tenure recipients were members of a protected ethnic/racial group and 7 out of the 12 tenure recipients were women.

Promotions

During the reporting period, 20 faculty members were promoted. Of those 20 faculty members, 10 (50%) were members of a protected ethnic/racial group; 4 were Hispanic/Latino, 3 were Black/African American and 3 were Asian. Of the 20 faculty members who were promoted; 12 were women.

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.

Appendix F also provides details of exceptions approved 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. The Chief Diversity Officer and University management approve search waiver applications.

Recruiting Activity

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce. The Chief Diversity Officer reviews applicant data and recruiting outcomes to determine if there is a need to adjust recruiting and outreach plans.

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. They also review Recruiting Plans for intended outreach. We post open positions and Civil Services Notices of Exam on our careers page (for faculty, 30-60 days and for staff, 14-30 days).

We invite candidates to self-identify gender, race/ethnicity, disability status, and veteran status and inform them that self-identification is voluntary.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee for initial screening. 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. Committees refer finalist candidates to the hiring manager(s) for a final selection.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2020 and May 31, 2021.

As per federal Internet Applicant guidelines, an “applicant” is 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.

We report all searches resulting in an offer during the previous plan year. 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. This circumstance explains differences between the personal activity reports and recruitment reports.

In the previous year, we made 1 exception hire through a Search Waiver process. This hire represents 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 2 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.

List pools in which you participated and number of hires.

Hostos participated in the following pools during the reporting period:

Pool Date	Title	Results
4. 2021	Campus Peace Officer	16 interviews 6 hires
5.1.21	Mail Message Service Worker	5 interviews 4 hires

Compensation

We develop pay plans according to instructions provided in bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and 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.

The Chief Diversity Officer and Human Resources Director discussed compensation best practices and areas of risk with management on November 24, 2021.

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 and addresses:

- Prior-Year Programs
- 2021-2022 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.

Summary of Campus Programs, 2020-2021

The Center for Arts and Culture at Hostos ("The Center") 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.

This year, The Center had to pivot due to the effects of COVID-19. All of the events were held virtually and lived streamed over various platforms.

The following is a sampling of events/performances held during the 2020 – 2021 season:

- The Center hosted the *2nd Annual African Heritage Festival*, in collaboration with the African Advisory Council of the Bronx Borough President's Office.
- The *29th Annual Kwanzaa Celebration* - A cultural event for the entire family featured dance from the Harambee Dance Company which pulled together the essence of African and African-American dance and music – incorporating the traditional and contemporary to create an innovative and exciting contemporary style.
- In partnership with the Orchestra of St. Luke's *Music in Color* series, the Center co-presented a performance of music by the Jamaican/UK composer Eleanor Alberga.
- In partnership with *Repertorio Espanol*, the Center made available four plays, each streamed FREE for 4 consecutive days with English subtitles that focused on gender inequality, immigration, cultural identity, and seniors in love. Each play was followed by a separate one-hour conversation called "Charla con Repertorio" (*A Conversation with Repertorio*) that featured live online interviews and audience Q&A with the playwrights, actors, directors, and designers.
- The Center hosted the *BomPlenazo 2020 Festival* which celebrated 5 days of Afro-Puerto Rican music and dance with 4 concerts, 2 panel discussions, 2 film screenings and 2 workshops.

Center for Teaching and Learning (CTL)-The CTL continued to embrace a myriad of professional perspectives. It aims to embrace the extensive pedagogical, research and social backgrounds that the faculty brings to the institution and create collaboration within the faculty. The CTL together with the Office of Academic Affairs (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, there was pivot from designating a selection every year to introducing culturally relevant short pieces that could be quickly absorbed and discussed via ZOOM. Additionally, another college-wide initiative, Mindful Conversations, brought the college community together by discussing varying topics highlighting the intersectionality of the members of the Hostos community. A few of the selections/discussions from the reporting period included:

- § Queering the Curriculum: How to Integrate LGBTQ Information into Coursework?
- § Mindful Conversation: George Floyd by Prof. Juan Soto Franco
- § Hostos Reads: Abuela Stories Project

Professional Development Activities included:

Virtual Day Zero: Grounding Ourselves – A day of conversations about engagement, collaboration, well-being, community building and more. The day offered discussion panels on how virtual learning has impacted us on both a personal and professional level. Offering quick but effective sessions on practical tips and best practices to create a great start of the semester.

12th Annual CTL Professional Development Day (a.k.a. CTL SPA DAY) Imagining a Brighter Future Through Rediscovering Teaching and Learning

The program offered opportunities to reflect on the past academic year and how faculty have reinvented and rediscovered the future of teaching and learning and beyond. The day offered opportunities for professional development, networking and to participate in engaging activities. The day featured a roundtable discussion entitled “Speaking up for AAPI (Asian American and Pacific Islander) at Hostos” which focused on the recent spike in hate crimes against AAPI communities across the country. The roundtable discussion welcomed Congresswoman Grace Meng, Senator John Liu, The City University of New York’s Asian American and Asian Research Institute Executive Director Joyce Moy, Guttman Community College Assistant Professor Grace Pai, Hostos professors Kristopher Burrell, Helen Chang, and Victor Torres Velez, and student Sadia Zaman.

The *CTL* created short videos titled “*Teaching Tidbits*” – The goal was to provide resources, tips, reflections, tools and new teaching strategies.

The Hostos Division of **Continuing Education and Workforce Development’s Center for Bronx Nonprofits** hosted its annual Women’s Resilience Conference on March 12, 2021. The focus this year was on women who served on the frontlines of the COVID-19 pandemic.

The **Community Advisory Council (“CAC”)** formed in October 2020 by President Cocco De Filippis, is composed of 50 members of 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 to have dynamic conversations and offer advice and feedback about our programs, services and plans in the hopes of strengthening the connections between our academic programs and workforce development. 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.

Dominican Studies Association (DSA), IX Biennial Dominican Studies Association Conference. Hostos hosted 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. It gathered an international and first-class artists, educators, doctors, judges, and community leaders. The two-day conference attracted over 500 attendees representing 13 Countries, 92 Universities, and 28 cultural centers and professional institutions. 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.

Latin American Writers Institute (LAWI) of Hostos Community College published its journal, the *Hostos Review/Revista Hostosiana* with an LGBTQ theme in October 2020. The publication featured two guest editors and scholarly work by seventeen authors. 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.

Lavender Across the Curriculum and Education (LACE)-During the last reporting period, in response to the celebration of LGBTQ+ history and culture, Lavender Across the Curriculum and Education (LACE) was formed with the goal of promoting an atmosphere an environment of respect and inclusion and to assist in integrating LGBTQ+ content, events, readings and lecture series into the college community as well as to work to expand LGBTQ+ courses in the Hostos curriculum. In the Spring 2021 semester, LACE – in collaboration with the Center for Teaching and Learning to presented a workshop - Queering the Curriculum: How to Integrate LGBTQ+ Information in to Course work. Professors from English, Math and the Library participated in this event.

Committee members from the 2020-21 Reporting Year (June 1, 2020–May 31, 2021):

- § Charles Rice-Gonzalez, Distinguished Lecturer, English Department
- § 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
- § Elizabeth Wilson, Director, College Now
- § Catherine Lyons, Reference / IT Librarian / Assistant Professor, Library
- § Juno Murrow, Assistant Professor, Humanities

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
- Implicit bias
- Title IX/EIE Training for Students – This event, held during Spring 2020 was in collaboration with The Bronx District Attorney’s Office. Scarlett Thompson, College Campus Sexual Assault Coordinator, presented two workshops for the Hostos community on sexual harassment and how to navigate online relationships and stay safe in the digital age. The office will continue to collaborate with the Bronx District Attorney’s Office for the Fall of 2021.

Presentations and discussions included respectful conversations exploring matters of gender, gender and sexual identity, racial and ethnic bias – as examples.

The **Office of the President** hosted virtual workshops throughout the year on professional development for staff members. The first session invited Higher Education Officers (HEOs) to participate in a six-hour customer service training over the course of two days (November 2nd and 4th, 2020) covering topics such as Body Language and Emotions, Generational Perspectives, Communications and Technology, Team Development, Change Management, Roles and Responsibilities, and Difficult People.

In collaboration with the Office of Academic Affairs, the Student Government Association (SGA), and Division of Student Development and Enrollment Management, Office of the President, Office of Academic Affairs hosted 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 Nguyen, Ph.D., Asst. Prof., English Dept.

“Black at Hostos” was a three-part town hall hosted by the **Office of the President** in Spring 2021. With the goal of creating a space of open dialogue to discuss concerns of the black community and to educate and empower all members of the Hostos community, each session has a distinct focus and theme.

- **The Stories We Tell: Race in America-** This town hall discussed the questions, "Who is an American?", "Who gets to decide?" and "What factors shape that definition?" The conversation covered three distinct periods in history and how blackness during those eras defined the “American Dream”.
- **Becoming Jim Crow: A Long, Legal History-**This town hall explored the long history of anti-black racism and its codification in the laws of the United States with a focus on survival and success despite Jim Crow.
- **We Too Sing America: From Experimentation to Participation-**This town hall is focused on a most timely and critical issue - race, medicine, and healthcare in the United States. Detailing the country's long and reprehensible history of medical experimentation on Black Americans, this conversation focused on the rollout of the COVID-19 vaccine and what it means for historically marginalized communities.

Veladas Hostosianas - Hostos Culture Talks host distinguished guests from on and off the Hostos campus discussing topics that celebrate different experiences and backgrounds through conversations about present-day culture. This monthly event seeks to bring timely and culturally relevant conversations to the Hostos Community. The following are a few of the events held during the last reporting period.

- “A Conversation on Blackness,” led by Leslie King, Interim Associate Dean and Financial Aid Director. Assistant Professor of History at Saint Peter’s University John Wesley Johnson, Jr., Ph.D. joined King, for a one-on-one conversation around what it means to be Black—historically and currently—in America.
- In honor of Pride Month, Hostos Community College screened award-winning filmmaker Joelle González-Laguer’s short documentary “CHAKALMEX”. Following the screening Peter Mertens, Interim Dean of Continuing Education

& Workforce Development, moderated a discussion with Professor Victor M. Torres-Vélez, Humanities and Laguer-González. The event also featured a reading in English and Spanish from Gisela Kozak, novelist and storyteller, of her text "Passion."

- The Women's History Month edition of Veladas Hostosianas / Hostos Culture Talks hosted Hostos alumnae Idelsa Méndez and Lina Cruz who engaged in a candid one-on-one conversation on the importance of student engagement and commitment as a precursor to success.
- The College hosted a very special Velada Hostosiana when we celebrated our namesake Don Eugenio María de Hostos and his time in Chile. This event was planned and executed by Professor Orlando José Hernández and Professor and Critic David Cortés Cabán, who will be shared their latest research findings on the subject.

2021-2022 PLANNED PROGRAMS

Planned Campus Programs, 2021-2022

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. The Office of Academic Affairs will celebrate three members of the Hostos faculty who have been invited to participate in the Spring 2021 cohort of the CUNY Faculty Fellowship Publication Program (FFPP).

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. This year the Committee will host a workshop series. The first installment will be hosted in December of 2021 and is entitled, Know your Rights: Town Hall Part One. This town hall will help the members of the campus community navigate the do's and don'ts of interacting on social media and other digital platforms. A subsequent workshop will be held in Spring 2022.

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* published the new issue in October 2021. This year 's issue gathered twenty authors and two guest editors who published works which reflected on blackness and colonialism.

Lavender Across the Curriculum and Education (LACE)-In the Fall of 2021, **LACE members** supported a student initiative to re-establish an LGBTQ+ student club for Hostos. The chair of LACE, Professor Charles Rice-Gonzalez became their faculty advisor. It's currently called the Hostos Rainbow Club. LACE has also been instrumental in developing a new course for the Fall 2022, which will be ran by the English Department called Introduction to LGBTQ Literature. Additionally, Charles Rice-Gonzalez, along with Jerry Rosa was appointed to the CUNY LGBTQI+ Council, a CUNY-wide committee of faculty and staff dedicated to supporting the intersectional LGBTQI+ communities across the university system. This is the first time that Hostos has participated in this Council. The Council is in the process of planning a CUNY-wide student LGBTQ conference.

Center for Teaching and Learning (CTL) - The CTL will continue to 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.

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.

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, LBBTQ+ rights

The Center continues to offer virtual events that are live-streamed on Zoom as well as simultaneously on two different platforms:

Facebook Live at [facebook.com/HostosCenterfortheArtsCulture](https://www.facebook.com/HostosCenterfortheArtsCulture) and on YouTube at <https://www.youtube.com/user/HostosCenter>

Additionally, in the Spring of 2022, The Center will return to in-person performances and exhibits in a limited while complying with the Center for Disease Control and Prevention (CDC) as well as New York State and New York City's COVID-19 mandates.

- Hostos Repertory Company presents Swagger by Eric Coble – November 19, 2020-November 28, 2021
- The History of Latin Music & Latin Jazz – November 20, 2021-December 11, 2021
- 12th Annual South Bronx Folk Festival Finale Danza Fiesta - November 20, 2021
- 16th National Puerto Rican Artisans Fair & Book Expo |Opening Day (Virtual) and In-Person, November 21, 2021.

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.

This reporting period, in lieu of an in-person film festival, the **Women's and Gender Studies (WGS) Faculty Advisory Council** is recommending content related to Women's and Gender Studies to students, faculty, and staff to review at their leisure.

Veladas Hostosianas - Hostos Culture Talks continues to host will have different distinguished guests from on and off the Hostos campus. Hostos Culture talks for the 2021-2022 reporting year will include:

- A screening and discussion of the short documentary "CHAKALMEX" by award-winning filmmaker and Hostos Alumnus Joelle Gonzalez-Laguer.
- In recognizing Puerto Rican Heritage month, prominent Puerto Rican marketing executive and historian Dr. Luis Rafel Berset was invited to discuss his book "La vida en Puerto Rico en el siglo XVI, La población del Caribe entre 1590 y 1620," which focuses on how the 16th century shaped the island's commerce structures — structures that have lasted through this day.

- Prospective on male leadership: Importance of Role Modeling gathered together prominent males from the government, non-profit and private sector to discuss the importance have male role models and how those role models played an important role in their success. Featured guest includes: Assembly Members Jeff Dinowitz and Kenny Burgos as well as councilmembers, Rafael Salamanaca Jr., Kevin Riley and Eric Dinowitz.

ONGOING ACTIVITIES

CUNY's University Human Resources office lists job vacancies with State Workforce Agencies and Veterans' centers and maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minorities. The office maintains accounts for university-wide job posting and outreach, including the Higher Education Recruitment Consortium. It also provides training to Chief Diversity Officers and campus Human Resources personnel.

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

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 yearlong 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.

INTERNAL AUDIT AND REPORTING

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

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

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

The Chief Diversity Officer works with Human Resources staff to assure employment records, including records in CUNY's HR Information System, are complete, accurate, and up-to-date.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of Individuals with Disabilities and Veterans. This section, as mandated by regulation, covers:

- 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. CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. We have posted these policies on the internet.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

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.

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 the policy on Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:

Name: Christine Dias-Singh
Title: Director of Human Resources
Phone: (718) 518-6654
Email: cdias-singh@hostos.cuny.edu

We have posted the Procedures for Implementing Reasonable Accommodation and Academic Adjustments on the internet.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/>

Information for applicants for employment is provided on the Employment Page of the CUNY Website and on the [Hostos Human Resources webpage](#). There is also a link at the bottom of each job posting on <https://cuny.jobs>, which directs the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu.

We provide reasonable accommodations to individuals based on: 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 through dialogue, this year we documented 17 employee accommodation requests, successfully concluded 16 times and appealed 0 times. At this time there are no outstanding appeals.
- Hostos responded to 0 job applicant accommodation requests.
- The college purchased two adaptive software, which allowed for administering accommodations virtually (Glean, Evernote & Grammarly).

- The Accessibility Resource Center “ARC” conducted two College-wide workshops in collaboration with our Communications department addressing accessible communication.
- The college purchase 14 desktops and peripherals for our Technology lab with cutting-edge assistive technologies.
- ARC developed a Virtual Toolkit which consist of practical tips and resources for all those attempting to navigate the virtual learning world.
- The college purchased additional iPads (10), Laptops (6), and smart tablet technology (5) to meet students accommodation needs.

HARASSMENT PREVENTION

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.

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

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

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

- 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 11, 2020 the Hostos Office of Veterans Affairs (HOVA) conducted a Veterans Day Ceremony in Honor of our Veterans population attending Hostos and all Veterans whom have served. Special guest included Commissioner James Hendon of the New York City Department of Veterans Services.

The Hostos Veterans & Reservist Club, a club dedicated to revitalizing and supporting Veterans initiatives, hosted its first of many meetings and have invited guests from CUNY COVA, and VA Service Organizations.

The Veteran Training Program continued to develop staff trainings geared towards Veterans.

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 2021-2022

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 (55(a) Program).

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, Daisy Cocco De Filippis, oversees Affirmative Action and compliance programs. The President 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 Latoya Jeffers:

- 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:

- Julie Trachman, Co-chair, Prof., Natural Sciences Dept.
- Elyse Zucker, Co-chair, Prof., English Dept.
- Latoya Jeffers, Esq., Chief Diversity Officer

- Irene Gonzalez, Assistant to Veterans Affairs
- Jason Libfeld, Coordinator, Student Leadership Academy
- Jerry Rosa, Director, Student Activities Office
- Susan Miceli, Counselor

Other Officials

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

University Management

CUNY's Office of Recruitment and Diversity manages systems that capture self-identification data and provides data support to the campuses. The Office also administers CUNY's 55(a) program to provide opportunities in Civil Service positions to Individuals with Disabilities.

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. They identify and address 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 federal benchmark 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 2021, the federal government set the benchmark Hiring Rate for veterans at 5.6%, representing the prevalence of veterans in the United States workforce. There is no federal hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.6% as of March 2021.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identified as Veterans before an offer of employment is made	15	67	54
B. Total number of job openings	38	33	78
C. Total number of jobs filled	64	50	98
D. Total number of applicants for all jobs	1160	3054	2970
E. Number of Veteran applicants hired	0	1	1
F. Total number of applicants hired	41	51	98
Hiring Rate (E divided by F)	0.0%	2.0%	1.0%
Federal Benchmark	5.6%	5.7%	5.9%
Benchmark Met (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	50	137	104
B. Total number of job openings	38	33	78
C. Total number of jobs filled	64	50	98
D. Total number of applicants for all jobs	1160	3054	2970
E. Number of Individuals with Disabilities hired	2	5	2
F. Total number of applicants hired	41	51	98
Hiring Rate (E Divided by F)	4.9%	9.8%	2.0%

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

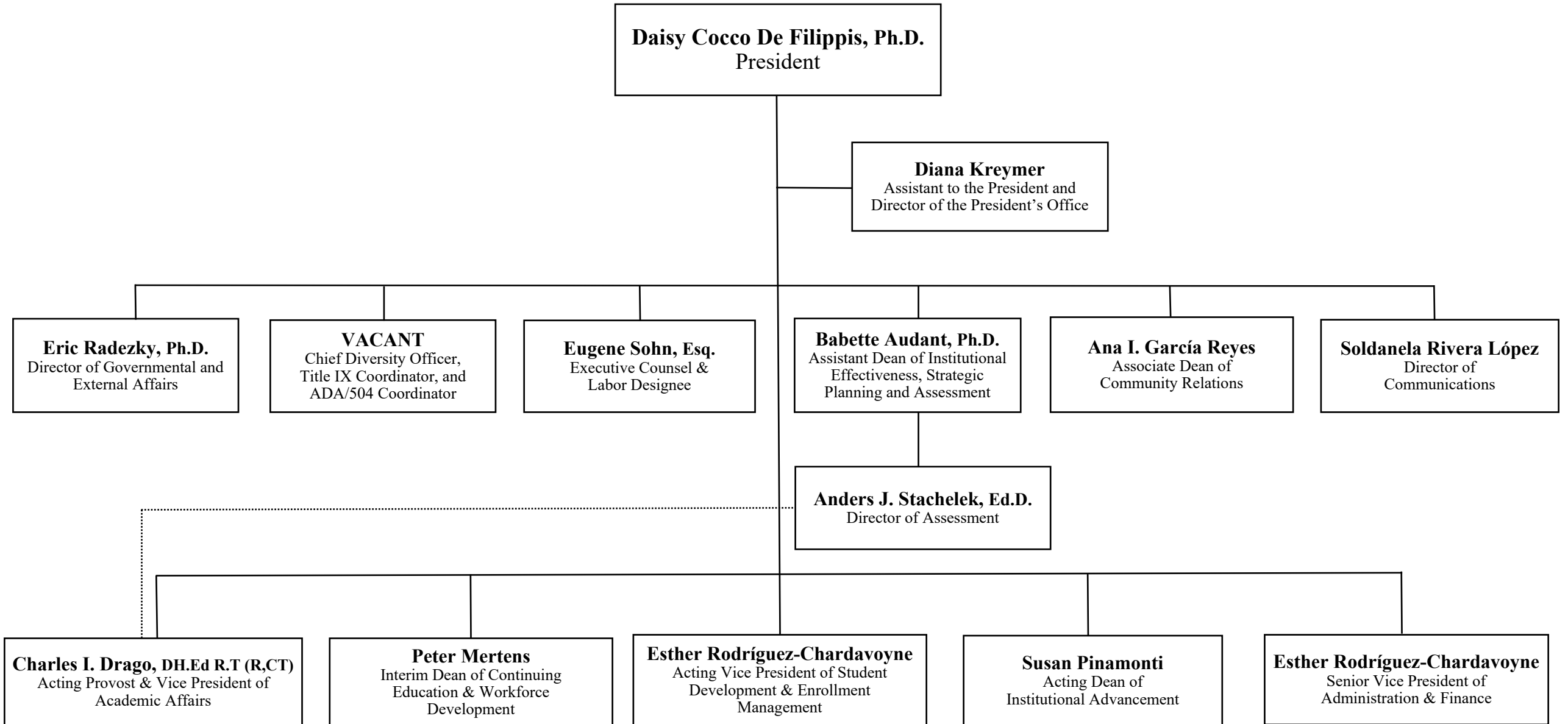
Appendix A Organization Chart

This Appendix contains a summary organization chart.

HOSTOS COMMUNITY COLLEGE

EXECUTIVE ORGANIZATIONAL CHART

JULY 2021



CURRENT

Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.



A MESSAGE FROM INTERIM PRESIDENT

Daisy Cocco De Filippis, Ph.D.

To: Campus Community
From: Daisy Cocco De Filippis, Ph.D.
Interim President
Date: September 15, 2020
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 (“Hostos”), I fully support the policies and practices that we have implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace. I am proud of our richly diverse and inclusive community and know that we are all enriched and strengthened by the different backgrounds, perspectives, and ideas represented here at Hostos. 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 also serves as the 504/ADA Coordinator and to Jewel Jones, MS Ed., Associate Director of Compliance and Diversity & Deputy Title IX Coordinator. Vice Presidents, Deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws and will be held accountable for enforcing the above mentioned CUNY policies.

The Office of Compliance and Diversity (“OCD”) is located in Rooms A-336 – 337 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 or lgretina@hostos.cuny.edu.

Hostos remains committed to supporting equal opportunity, affirmative action, and diversity and inclusion. These initiatives further promote our vibrant campus community and create an environment where all members can thrive. I look forward to your continued support here at Hostos.

Office of the President

Hostos Community College

475 Grand Concourse, A-Building, Room 341, Bronx, NY 10451

718-518-4300 | PRESIDENTSOFFICE@hostos.cuny.edu



Appendix C Job Group Summary

This Appendix contains a summary of Job Groups.

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.

Hostos CC

Full Time Employee Count (excludes Chief Executive): 589

Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY typically reviews Labor Market Availability every other year. 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 for Non-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 for Collegiate Faculty: we assign titles to Professorial, Instructor, or Lecturer job groups according to rank 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 make individual discipline assignments.

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Category: Executive/Administrative/Managerial**Admin 1: Executive****Executive Compensation Plan (Other Than Chief Executive)****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.

Employees: 15

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

Admin 2: Managerial**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.

Employees: 62

Title	Employees
HE Associate	35
HE Officer	27

Hostos CC

Category: Executive/Administrative/Managerial**Managerial: Facilities****Facility Superintendents (Managerial)****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.

Employees: 2

Title	Employees
Admin Supt Builds Grds	1
Chief Admin Supt - Competitive	1

Managerial: Info Tech**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.

Employees: 2

Title	Employees
IT Computer Systems Mgr	2

Category: Executive/Administrative/Managerial

Managerial: Security

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.

Employees: 1

Title	Employees
Campus Security Dir	1

Category: Professional Faculty

Faculty: Developmental

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs such as CUNY START.

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

Employees: 17

Title	Employees
CLIP Instructor	8
CUNY Start Instructor	9

Faculty: Instructor

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

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

Employees: 3

Title	Employees
Instructor	3

Faculty: Lecturer

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure.

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

Employees: 25

Title	Employees
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Hostos CC

Category: Professional Faculty

Lecturer	23
Lecturer Doct Sch	2

Faculty: Librarian**CUNY Librarians with faculty appointments****Labor Market Availability Factors****LMA Factor Weight Explanation**

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

Employees: 10

Title	Employees
Assc Professor	3
Asst Professor	5
Professor	2

Faculty: Professoriate

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

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

Employees: 136

Title	Employees
Assc Professor	37
Asst Professor	59
Professor	40

Hostos CC

Category: Professional Non-Faculty

Accountant: Professional**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.

Employees: 1

Title	Employees
Finance Accountant	1

Admin 3: Professional**Entry and Mid-Level Administrators (Professionals)****Labor Market Availability Factors****LMA Factor Weight Explanation**

1-External 85.00% 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.

Employees: 141

Title	Employees
Asst to HEO	51
HE Assistant	90

Category: Professional Non-Faculty

Info Tech: Professional**Information Technology Professionals****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

Employees: 14

Title	Employees
IT Asst	10
IT Bus Data Rep Analyst	1
IT Sr Associate	3

Nurse**Nurses****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

Employees: 1

Title	Employees
Nurse	1

Hostos CC

Category: Administrative Support Workers**Accountant: Assistant****Accounting Support Staff (Accounting and Purchasing Agent Assistants, Payroll Staff)****Labor Market Availability Factors****LMA Factor Weight Explanation**

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

Employees: 2

Title	Employees
Finance Accountant Asst	2

Administrative Assistant**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.

Employees: 7

Title	Employees
CUNY Admin Asst	7

Mail Services Worker**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

Employees: 4

Title	Employees
Mail Message Svcs Worker	4

Category: Administrative Support Workers

Office Assistant

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

Employees: 42

Title	Employees
CUNY Office Assistant	42

Hostos CC

Category: Technicians**Admin 4: College Lab Technician****College Laboratory Technicians****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

Employees: 12

Title	Employees
College Lab Tech	9
Sr College Lab Tech	3

Info Tech: Technician**IT Technical Support Workers****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

Employees: 5

Title	Employees
IT Support Asst	5

Category: Technicians

Print Media Technician

Print Shop and Related Technicians

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

Employees: 1

Title	Employees
Print Shop Assistant	1

Hostos CC

Category: Craft Workers**Basic Crafts-Buildings and Grounds****Buildings and Grounds Workers****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.

Employees: 6

Title	Employees
Maintenance Worker	6

Laborers and Helpers**Entry-Level Craft Workers****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.

Employees: 6

Title	Employees
Electrician Helper	1
Laborer	3
Plumber Helper	1
Stock Worker	1

Hostos CC

Category: Craft Workers**Skilled Trades: Not Supervisory****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.

Employees: 11

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

Skilled Trades: Supervisory**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.

Employees: 2

Title	Employees
Stationary Engineer Sr	1
Thermostat Repairer Supv	1

Hostos CC

Category: Service Workers**Campus Peace Officer****Campus Security-Mid Level Staff****Labor Market Availability Factors****LMA Factor Weight Explanation**

1-External	80.00%	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.

Employees: 18

Title	Employees
Campus Peace Officer	18

Campus Public Safety Sergeant**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.

Employees: 6

Title	Employees
Campus Pub Safety Sergeant	4
Campus Security Specialist	2

Campus Security Assistant**Campus Security-Entry Level Staff****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

Employees: 6

Title	Employees
Campus Security Asst	6

Category: Service Workers

Custodial: Assistant

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

Employees: 24

Title	Employees
Custodial Assistant	24

Custodial: Supervisory

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.

Employees: 7

Title	Employees
Custodial Asst Principal Supv	1
Custodial Principal Supv	1
Custodial Sr Supervisor	1
Custodial Supervisor	4

Hostos CC

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

Job Code and Title Name		Job Group
200602	Univ VC Std Aff and Enrollment	Admin 1: Executive
200604	Exec Dir Acad Aff-AstAdm	Admin 1: Executive
200605	Exec Dir Fellow and PSP-AstAdm	Admin 1: Executive
200606	Exec Dir CyberSec Prg-AstAdm	Admin 1: Executive
500302	Fleet Coordinator	Basic Crafts-Buildings and Grounds

Appendix D College Lab Technicians Department-Discipline Assignments

This Appendix summarizes the mapping of College Laboratory Technicians to disciplines.

Categories assigned to College Laboratory Technicians (Administration 4 Group) are based on the academic department to which they are assigned. There are two possible categories: "Science, Technology and Engineering" and "All Other".

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

Hostos CC

Total of College Lab Technicians, all levels: 12

Discipline: College Lab Tech: Science, Tech, Eng.

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

Appendix D Faculty Department-Discipline Assignments

This Appendix summarizes the mapping of faculty departments to academic disciplines.

This Appendix lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Only 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 analysis.

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.

Hostos CC

Total Faculty: 191

Discipline: Biological and Biomedical Sciences AND Physical Sciences

Faculty: 22

Department ID	Department Name	Faculty
10033	Natural Sciences	22

Discipline: Business, Management, Marketing, Support

Faculty: 8

Department ID	Department Name	Faculty
10042	Business	8

Discipline: Education

Faculty: 21

Department ID	Department Name	Faculty
10084	Education	10
10176	Language & Cognition	11

Discipline: Education: Developmental

Faculty: 18

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

Discipline: English Language and Literature/Letters

Faculty: 28

Department ID	Department Name	Faculty
10102	English	28

Discipline: Health Professions and Related Programs

Faculty: 23

Department ID	Department Name	Faculty
10310	Allied Health Sciences	23

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Faculty: 22

Department ID	Department Name	Faculty
10115	Humanities	22

Discipline: Library (Librarians/Non-Teaching)

Faculty: 10

Department ID	Department Name	Faculty
70054	Library	10

Hostos CC

Discipline: Mathematics and Statistics

Faculty: 17

Department ID	Department Name	Faculty
10195	Mathematics	17

Discipline: Social Sciences

Faculty: 22

Department ID	Department Name	Faculty
10028	Behavioral & Social Sciences	22

Appendix E-1 Utilization Analysis -Staff Job Groups

This Appendix provides a utilization analysis for each staff job group that has five or more employees.

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: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 15

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	9	10	3	2	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	60.0%	66.7%	20.0%	13.3%	33.3%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Hostos CC

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial
Description: Manager-Level Administrators
Full-time Employees: 62

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	34	47	2	14	29
Underutilized (Y = Yes)			Y		
Number Underutilized			5		
Actual Utilization Percent	54.8%	75.8%	3.2%	22.6%	46.8%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Hostos CC

Category: Professional Non-Faculty

Job Group: Admin 3: Professional
Description: Entry and Mid-Level Administrators (Professionals)
Full-time Employees: 141

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	110	128	6	35	84
Underutilized (Y = Yes)			Y		
Number Underutilized			11		
Actual Utilization Percent	78.0%	90.8%	4.3%	24.8%	59.6%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Hostos CC

Category: Professional Non-Faculty

Job Group: Info Tech: Professional
Description: Information Technology Professionals
Full-time Employees: 14

Employees in this group hold the following titles:

Title ID	Title Name
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	14	3	1	8
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	3		1	1	
Actual Utilization Percent	21.4%	100.0%	21.4%	7.1%	57.1%
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: 7

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	5	7	0	3	3
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		1		
Actual Utilization Percent	71.4%	100.0%	0.0%	42.9%	42.9%
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: 42

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	38	42	2	10	29
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	90.5%	100.0%	4.8%	23.8%	69.0%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Hostos CC

Category: Technicians

Job Group: Info Tech: 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: Craft Workers

Job Group: Skilled Trades: Not Supervisory

Description: Skilled Tradespeople

Full-time Employees: 11

Employees in this group hold the following titles:

Title ID	Title Name
91717	Electrician
91650	High Pressure Plant Tender
04905	Locksmith
04891	Oiler
91830	Painter
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					
Actual Utilization Percent	0.0%	36.4%	0.0%	9.1%	27.3%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

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	5	0	2	3
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1				
Actual Utilization Percent	0.0%	83.3%	0.0%	33.3%	50.0%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

Hostos CC

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-time Employees: 6

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	2	0	2	0
Underutilized (Y = Yes)		Y	Y		Y
Number Underutilized		2	1		2
Actual Utilization Percent	16.7%	33.3%	0.0%	33.3%	0.0%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%

Hostos CC

Category: Service Workers

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	1	4
Underutilized (Y = Yes)	Y			Y	
Number Underutilized				2	
Actual Utilization Percent	16.7%	100.0%	16.7%	16.7%	66.7%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Hostos CC

Category: Service Workers

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	15	1	7	7
Underutilized (Y = Yes)			Y		
Number Underutilized					
Actual Utilization Percent	22.2%	83.3%	5.6%	38.9%	38.9%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Hostos CC

Category: Service Workers

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					
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

Job Group: Custodial: Supervisory

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					
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

Job Group: Custodial: Assistant
Description: Custodians-Entry Level
Full-time Employees: 24

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	4	23	0	9	14
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	2		1		
Actual Utilization Percent	16.7%	95.8%	0.0%	37.5%	58.3%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Appendix E-2 Utilization Analysis - College Laboratory Technicians

This Appendix provides a utilization analysis for College Laboratory Technicians in groups with five or more employees.

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.

Hostos CC

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%

Appendix E-3 Utilization Analysis - Faculty By Discipline and Job Group

This Appendix provides a utilization analysis for Faculty for each Discipline and Job Group where there are five or more employees.

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: Professoriate

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

Education

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

- 10084 Education
- 10176 Language & Cognition

Job Group Faculty: Professoriate

	Total Faculty: 15	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		12	9	0	3	6
Underutilized (Y = Yes)				Y		
Number Underutilized				1		
Actual Utilization Percent		80.0%	60.0%	0.0%	20.0%	40.0%
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						
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):

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: Professoriate

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%

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: Professoriate

Total Faculty:	23	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		16	16	5	5	5
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		69.6%	69.6%	21.7%	21.7%	21.7%
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: Professoriate

Total Faculty:	18	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		9	11	0	1	9
Underutilized (Y = Yes)				Y		
Number Underutilized				1		
Actual Utilization Percent		50.0%	61.1%	0.0%	5.6%	50.0%
Labor Market Avail. Percent		58.3%	16.7%	4.2%	3.1%	6.3%

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: Professoriate

Total Faculty:	14	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		5	7	3	2	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		35.7%	50.0%	21.4%	14.3%	14.3%
Labor Market Avail. Percent		25.9%	24.2%	10.3%	3.7%	6.3%

Hostos CC

Social Sciences

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

10028 Behavioral & Social Sciences

Job Group Faculty: Professoriate

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%

Appendix F-1 Personnel Activity

This Appendix provides tables with detail on personnel activities.

Part One provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

The charts provided here represent only those job groups and EEO Categories with a material level of activity.

Campus Summary-All Job Groups

	Net Campus Changes #	Net Campus Changes %	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
			Additions #	Additions %	Hire (Outside CUNY and Other CUNY College)	Transfers or Promotions into Current Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Transfers or Promotions out of Last Year's Job Group	Advance-ments	Other Changes
Total	(44)		25		15	10	(69)		(59)	(10)	22	-
Male	(20)	45%	9	36%	7	2	(29)	42%	(27)	(2)	9	-
Female	(24)	55%	16	64%	8	8	(40)	58%	(32)	(8)	13	-
Other/Unknown	-	0%	-	0%	-	-	-	0%	-	-	-	-
Total Min	(34)	77%	19	76%	11	8	(53)	77%	(45)	(8)	10	-
Asian	(3)	7%	1	4%	-	1	(4)	6%	(3)	(1)	3	-
Black	(12)	27%	6	24%	3	3	(18)	26%	(15)	(3)	3	-
Hispanic	(19)	43%	12	48%	8	4	(31)	45%	(27)	(4)	4	-
Other Minority	-	0%	-	0%	-	-	-	0%	-	-	-	-
All White	(10)	23%	6	24%	4	2	(16)	23%	(14)	(2)	12	-
Unknown	-	0%	-	0%	-	-	-	0%	-	-	-	-

This chart displays net changes among all job groups. Therefore, transfers into a job group equal transfers out of a job group when viewed on a College-wide basis. Hires and separations include outside hires/separations and hires/separations from another CUNY unit.

Executive/Administrative/Managerial

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advancements	Other Changes
Total	(8)	6		3	3	(14)		(14)	-	4	-
Male	(4)	2	33%	1	1	(6)	43%	(6)	-	1	-
Female	(4)	4	67%	2	2	(8)	57%	(8)	-	3	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(6)	4	67%	2	2	(10)	71%	(10)	-	2	-
Asian	-	1	17%	-	1	(1)	7%	(1)	-	-	-
Black	(1)	1	17%	-	1	(2)	14%	(2)	-	1	-
Hispanic	(5)	2	33%	2	-	(7)	50%	(7)	-	1	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	(2)	2	33%	1	1	(4)	29%	(4)	-	2	-
Unknown	-	-	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.

Administration 1 (Chief Executive)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	-	1		1	-	(1)		(1)	-	-	-
Male	(1)	-	0%	-	-	(1)	100%	(1)	-	-	-
Female	1	1	100%	1	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	1	100%	1	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	1	100%	1	-	(1)	100%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-

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.

Administration 1 (Executive)

	Net Group Changes
Total	2
Male	1
Female	1
Other/Unknown	-
Total Min	1
Asian	1
Black	1
Hispanic	(1)
Other Minority	-
All White	1
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advancements	Other Changes
5		-	5	(3)		(3)	-	-	-
2	40%	-	2	(1)	33%	(1)	-	-	-
3	60%	-	3	(2)	67%	(2)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
3	60%	-	3	(2)	67%	(2)	-	-	-
1	20%	-	1	-	0%	-	-	-	-
1	20%	-	1	-	0%	-	-	-	-
1	20%	-	1	(2)	67%	(2)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
2	40%	-	2	(1)	33%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-

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.

Administration 2 (Managers)

	Net Group Changes
Total	(9)
Male	(3)
Female	(6)
Other/Unknown	-
Total Min	(6)
Asian	(1)
Black	(1)
Hispanic	(4)
Other Minority	-
All White	(3)
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
3		2	1	(12)		(9)	(3)	1	-
1	33%	1	-	(4)	33%	(3)	(1)	-	-
2	67%	1	1	(8)	67%	(6)	(2)	1	-
-	0%	-	-	-	0%	-	-	-	-
2	67%	1	1	(8)	67%	(6)	(2)	-	-
-	0%	-	-	(1)	8%	(1)	-	-	-
1	33%	-	1	(2)	17%	(1)	(1)	-	-
1	33%	1	-	(5)	42%	(4)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
1	33%	1	-	(4)	33%	(3)	(1)	1	-
-	0%	-	-	-	0%	-	-	-	-

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.

Professional Faculty

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advance-ments	Other Changes
Total	(18)	-		-	-	(18)		(16)	(2)	20	-
Male	(8)		0%	-	-	(8)	44%	(7)	(1)	8	-
Female	(10)	-	0%	-	-	(10)	56%	(9)	(1)	12	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(9)	-	0%	-	-	(9)	50%	(8)	(1)	10	-
Asian	(2)	-	0%	-	-	(2)	11%	(1)	(1)	3	-
Black	(3)	-	0%	-	-	(3)	17%	(3)	-	3	-
Hispanic	(4)	-	0%	-	-	(4)	22%	(4)	-	4	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	(9)	-	0%	-	-	(9)	50%	(8)	(1)	10	-
Unknown	-	-	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.

Faculty-Professorial

	Net Group Changes
Total	(11)
Male	(5)
Female	(6)
Other/Unknown	-
Total Min	(4)
Asian	(1)
Black	(1)
Hispanic	(2)
Other Minority	-
All White	(7)
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
-		-	-	(11)		(9)	(2)	18	-
-	0%	-	-	(5)	45%	(4)	(1)	8	-
-	0%	-	-	(6)	55%	(5)	(1)	10	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(4)	36%	(3)	(1)	9	-
-	0%	-	-	(1)	9%	-	(1)	2	-
-	0%	-	-	(1)	9%	(1)	-	3	-
-	0%	-	-	(2)	18%	(2)	-	4	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(7)	64%	(6)	(1)	9	-
-	0%	-	-	-	0%	-	-	-	-

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.

Faculty-Librarian

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	-	-		-	-	-		-	-	2	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	2	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	-	0%	-	-	-	0%	-	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	1	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-

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.

Professional Non-Faculty

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advancements	Other Changes
Total	(4)	6		4	2	(10)		(9)	(1)	1	-
Male	(4)	1	17%	1	-	(5)	50%	(5)	-	1	-
Female	-	5	83%	3	2	(5)	50%	(4)	(1)	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(4)	6	100%	4	2	(10)	100%	(9)	(1)	-	-
Asian	(1)	-	0%	-	-	(1)	10%	(1)	-	-	-
Black	(3)	2	33%	1	1	(5)	50%	(4)	(1)	-	-
Hispanic	-	4	67%	3	1	(4)	40%	(4)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	1	-
Unknown	-	-	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.

Administration 3 (Professional)

	Net Group Changes
Total	(1)
Male	(2)
Female	1
Other/Unknown	-
Total Min	(1)
Asian	(1)
Black	(2)
Hispanic	2
Other Minority	-
All White	-
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advancements	Other Changes
6		4	2	(7)		(6)	(1)	1	-
1	17%	1	-	(3)	43%	(3)	-	1	-
5	83%	3	2	(4)	57%	(3)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
6	100%	4	2	(7)	100%	(6)	(1)	-	-
-	0%	-	-	(1)	14%	(1)	-	-	-
2	33%	1	1	(4)	57%	(3)	(1)	-	-
4	67%	3	1	(2)	29%	(2)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	1	-
-	0%	-	-	-	0%	-	-	-	-

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.

Administrative Support Workers

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advance-ments	Other Changes
Total	(4)	1		-	1	(5)		(3)	(2)	-	-
Male	-		0%	-	-		0%	-	-	-	-
Female	(4)	1	100%	-	1	(5)	100%	(3)	(2)	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(4)	1	100%	-	1	(5)	100%	(3)	(2)	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	-	0%	-	-	(2)	40%	(1)	(1)	-	-
Hispanic	(2)	1	100%	-	1	(3)	60%	(2)	(1)	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	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.

Mail Services Worker

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Net Group Changes		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	1	1		-	1	-		-	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	1	1	100%	-	1	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	1	1	100%	-	1	-	0%	-	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	1	1	100%	-	1	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-

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.

Technicians

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advancements	Other Changes
Total	(1)	1		1	-	(2)		(1)	(1)	-	-
Male		1	100%	1	-	(1)	50%	(1)	-	-	-
Female	(1)	-	0%	-	-	(1)	50%	-	(1)	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	1	100%	1	-	(2)	100%	(1)	(1)	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	(1)	1	100%	1	-	(2)	100%	(1)	(1)	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	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.

Administration 4 (College Lab Tech)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	-	1		1	-	(1)		(1)	-	-	-
Male	-	1	100%	1	-	(1)	100%	(1)	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	-	1	100%	1	-	(1)	100%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	-	1	100%	1	-	(1)	100%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-

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.

Craft Workers

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advancements	Other Changes
Total	(2)	1		1	-	(3)		(3)	-	-	-
Male	(2)	1	100%	1	-	(3)	100%	(3)	-	-	-
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	-	-	0%	-	-	-	0%	-	-	-	-
Hispanic	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	(1)	1	100%	1	-	(2)	67%	(2)	-	-	-
Unknown	-	-	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.

Skilled Trades

	Net Group Changes
Total	1
Male	1
Female	-
Other/Unknown	-
Total Min	-
Asian	-
Black	-
Hispanic	-
Other Minority	-
All White	1
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
1		1	-	-		-	-	-	-
1	100%	1	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	1	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-

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.

Service Workers and Others

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		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	Advancements	Other Changes
Total	(7)	6		6	-	(13)		(13)	-	1	-
Male	(2)	3	50%	3	-	(5)	38%	(5)	-	-	-
Female	(5)	3	50%	3	-	(8)	62%	(8)	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(9)	4	67%	4	-	(13)	100%	(13)	-	1	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(3)	2	33%	2	-	(5)	38%	(5)	-	-	-
Hispanic	(6)	2	33%	2	-	(8)	62%	(8)	-	1	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
All White	2	2	33%	2	-	-	0%	-	-	-	-
Unknown	-	-	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.

Campus Peace Officer

	Net Group Changes
Total	-
Male	-
Female	-
Other/Unknown	-
Total Min	(2)
Asian	-
Black	-
Hispanic	(2)
Other Minority	-
All White	2
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
5		5	-	(5)		(5)	-	-	-
3	60%	3	-	(3)	60%	(3)	-	-	-
2	40%	2	-	(2)	40%	(2)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
3	60%	3	-	(5)	100%	(5)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
2	40%	2	-	(2)	40%	(2)	-	-	-
1	20%	1	-	(3)	60%	(3)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
2	40%	2	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-

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.

Campus Peace Officer-Sergeant

	Net Group Changes
Total	-
Male	-
Female	-
Other/Unknown	-
Total Min	-
Asian	-
Black	(1)
Hispanic	1
Other Minority	-
All White	-
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advancements	Other Changes
1		1	-	(1)		(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	1	-	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	1	-	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	1	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-

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.

Custodial Supervisor

	Net Group Changes
Total	-
Male	-
Female	-
Other/Unknown	-
Total Min	-
Asian	-
Black	-
Hispanic	-
Other Minority	-
All White	-
Unknown	-

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
1		-	1	(1)		(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	-	1	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	-	1	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	-	1	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-

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.

Appendix F-2 Tenure Actions

This Appendix 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, 2020 (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

2021 - 2022

Hostos CC

Allied Health Sciences

Assc Professor	Gained Tenure	Tenured	Female	White
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Behavioral & Social Sciences

Assc Professor	Gained Tenure	Tenured	Male	Black/African Am.
Asst Professor	Gained Tenure	Tenured	Male	Hispanic/Latino
Assc Professor	Gained Tenure	Tenured	Female	White

Education

Assc Professor	Gained Tenure	Tenured	Female	Hispanic/Latino
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English

Assc Professor	Gained Tenure	Tenured	Male	White
Assc Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.

Humanities

Assc Professor	Gained Tenure	Tenured	Female	Hispanic/Latino
Assc Professor	Gained Tenure	Tenured	Female	Hispanic/Latino

Library

Assc Professor	Gained Tenure	Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
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Mathematics

Assc Professor	Gained Tenure	Tenured	Male	Black/African Am.
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Natural Sciences

Assc Professor	Gained Tenure	Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
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Summary for the College

Total Staff:	Ttl Minority	Asian	Black/AfAm	Hispanic/Latino	White	Oth/Unk
7 Female	5	2	0	3	2	0
5 Male	4	1	2	1	1	0
0 Oth/Unk	0	0	0	0	0	0
<hr/>						
12 Total	9	3	2	4	3	0

Appendix G-1 Summary of Recruiting Activities

This Appendix provides detail the candidate pools and outcomes of searches.

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, 2020 through May 31, 2021).

Hostos Community College

Summary - All Searches

Total: 15

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	1,159	1,095	94%		51	4.7%	22	2.0%	22	2.0%
Male	391	373	34%		24	6.4%	10	2.7%	10	2.7%
Female	597	557	51%		19	3.4%	8	1.4%	8	1.4%
Other	2	2	0%		-	0.0%	-	0.0%	-	0.0%
Unknown	167	160	15%		5	3.1%	1	0.6%	1	0.6%
Total Minorities	862	812	74%		32	3.9%	17	2.1%	17	2.1%
Asian	135	129	12%		2	1.6%	2	1.6%	2	1.6%
Black	310	291	27%		11	3.8%	3	1.0%	3	1.0%
Hispanic	392	368	34%		19	5.2%	12	3.3%	12	3.3%
Other inc 2 or more	25	24	2%		-	0.0%	-	0.0%	-	0.0%
Total White	236	223	20%		4	1.8%	3	1.3%	3	1.3%
Unknown Ethnicity	62	60	5%		15	25.0%	2	3.3%	2	3.3%

Least Selected:
 Female
 Not Minority

Adverse
Adverse

Least Selected:
 Female
 Not Minority

Adverse
OK Sel

Least Selected:
 Female
 Not Minority

Adverse
OK Sel

Hostos Community College

Category Summary

Executive-Administrative-Managerial

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	424	370	87%		4	1%	4	1%	4	1.08%
Male	130	113	31%		1	1%	1	1%	1	0.88%
Female	220	188	51%		2	1%	2	1%	2	1.06%
Other	1	1	0%		-	0%	-	0%	-	0.00%
Unknown	73	68	18%		1	1%	1	1%	1	1.47%
Total Min	300	260	70%		2	1%	2	1%	2	0.77%
Asian	31	27	7%		-	0%	-	0%	-	0.00%
Black	114	98	26%		-	0%	-	0%	-	0.00%
Hispanic	146	127	34%		2	2%	2	2%	2	1.57%
Other inc 2 or more	9	8	2%		-	0%	-	0%	-	0.00%
Italian-American	11	10	3%		-	0%	-	0%	-	0.00%
White (Not Ital)	88	77	21%		1	1%	1	1%	1	1.30%
Total White	99	87	24%		1	1%	1	1%	1	1.15%
Unknown Ethnicity	25	23	6%		1	4%	1	4%	1	4.35%
Veterans	8	7	2%		-	0%	-	0%	-	0%
Indiv. w Disabilities	21	19	5%		1	5%	1	5%	1	5%

Least Selected:
 Female
 Ttl Minorities

OK Sel
Adverse

Least Selected:
 Female
 Ttl Minorities

OK Sel
Adverse

Least Selected:
 Female
 Ttl Minorities

OK Sel
Adverse

Hostos Community College

Job Group Summary

Administration 1 (Executive)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	1	1	100%		1	100%	1	100%	1	100%
Male	-	-	0%		-	0%	-	0%	-	0%
Female	1	1	100%		1	100%	1	100%	1	100%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	-	-	0%		-	0%	-	0%	-	0%
Total Min	1	1	100%		1	100%	1	100%	1	100%
Asian	-	-	0%		-	0%	-	0%	-	0%
Black	-	-	0%		-	0%	-	0%	-	0%
Hispanic	1	1	100%		1	100%	1	100%	1	100%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	-	-	0%		-	0%	-	0%	-	0%
Total White	-	-	0%		-	0%	-	0%	-	0%
Unknown Ethnicity	-	-	0%		-	0%	-	0%	-	0%
Veterans	-	-	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:		Least Selected:		Least Selected:
Not Female	<i>Adverse</i>	Not Female	<i>Adverse</i>	Not Female
Not Minority	<i>Adverse</i>	Not Minority	<i>Adverse</i>	Not Minority

Hostos Community College

Job Group Summary

Administration 2 (Managers)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	423	369	87%		3	1%	3	1%	3	1%
Male	130	113	31%		1	1%	1	1%	1	1%
Female	219	187	51%		1	1%	1	1%	1	1%
Other	1	1	0%		-	0%	-	0%	-	0%
Unknown	73	68	18%		1	1%	1	1%	1	1%
Total Min	299	259	70%		1	0%	1	0%	1	0%
Asian	31	27	7%		-	0%	-	0%	-	0%
Black	114	98	27%		-	0%	-	0%	-	0%
Hispanic	145	126	34%		1	1%	1	1%	1	1%
Other inc 2 or more	9	8	2%		-	0%	-	0%	-	0%
Italian-American	11	10	3%		-	0%	-	0%	-	0%
White (Not Ital)	88	77	21%		1	1%	1	1%	1	1%
Total White	99	87	24%		1	1%	1	1%	1	1%
Unknown Ethnicity	25	23	6%		1	4%	1	4%	1	4%
Veterans	8	7	2%		-	0%	-	0%	-	0%
Indiv. w Disabilities	21	19	5%		1	5%	1	5%	1	5%

Least Selected:

Female *Adverse*
Ttl Minorities *Adverse*

Least Selected:

Female *Adverse*
Ttl Minorities *Adverse*

Least Selected:

Female *Adverse*
Ttl Minorities *Adverse*

Hostos Community College

Category Summary
Professional Faculty

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	-	-	0%		-	0%	-	0%	-	0%
Male	-	-	0%		-	0%	-	0%	-	0%
Female	-	-	0%		-	0%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	-	-	0%		-	0%	-	0%	-	0%
Total Min	-	-	0%		-	0%	-	0%	-	0%
Asian	-	-	0%		-	0%	-	0%	-	0%
Black	-	-	0%		-	0%	-	0%	-	0%
Hispanic	-	-	0%		-	0%	-	0%	-	0%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	-	-	0%		-	0%	-	0%	-	0%
Total White	-	-	0%		-	0%	-	0%	-	0%
Unknown Ethnicity	-	-	0%		-	0%	-	0%	-	0%
Veterans	-	-	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:		Least Selected:		Least Selected:
Not Female	<i>OK Sel</i>	Not Female	<i>OK Sel</i>	Not Female
Not Minority	<i>OK Sel</i>	Not Minority	<i>OK Sel</i>	Not Minority

Hostos Community College

Category Summary

Professional Non-Faculty

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	579	568	98%		11	2%	6	1%	6	1%
Male	169	168	30%		3	2%	2	1%	2	1%
Female	340	332	58%		8	2%	4	1%	4	1%
Other	1	1	0%		-	0%	-	0%	-	0%
Unknown	69	67	12%		-	0%	-	0%	-	0%
Total Min	450	440	77%		10	2%	6	1%	6	1%
Asian	90	88	15%		2	2%	2	2%	2	2%
Black	146	143	25%		2	1%	1	1%	1	1%
Hispanic	200	195	34%		6	3%	3	2%	3	2%
Other inc 2 or more	14	14	2%		-	0%	-	0%	-	0%
Italian-American	12	12	2%		-	0%	-	0%	-	0%
White (Not Ital)	98	97	17%		1	1%	-	0%	-	0%
Total White	110	109	19%		1	1%	-	0%	-	0%
Unknown Ethnicity	19	19	3%		-	0%	-	0%	-	0%
Veterans	3	3	1%		-	0%	-	0%	-	0%
Indiv. w Disabilities	26	26	5%		1	4%	1	4%	1	4%

Least Selected:		Least Selected:		Least Selected:
Not Female	<i>Adverse</i>	Not Female	<i>Adverse</i>	Not Female
Not Minority	<i>Adverse</i>	Not Minority	<i>Adverse</i>	Not Minority
				<i>Adverse</i>

Hostos Community College

Job Group Summary

Administration 3 (Professional)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	579	568	98%		11	2%	6	1%	6	1%
Male	169	168	30%		3	2%	2	1%	2	1%
Female	340	332	58%		8	2%	4	1%	4	1%
Other	1	1	0%		-	0%	-	0%	-	0%
Unknown	69	67	12%		-	0%	-	0%	-	0%
Total Min	450	440	77%		10	2%	6	1%	6	1%
Asian	90	88	15%		2	2%	2	2%	2	2%
Black	146	143	25%		2	1%	1	1%	1	1%
Hispanic	200	195	34%		6	3%	3	2%	3	2%
Other inc 2 or more	14	14	2%		-	0%	-	0%	-	0%
Italian-American	12	12	2%		-	0%	-	0%	-	0%
White (Not Ital)	98	97	17%		1	1%	-	0%	-	0%
Total White	110	109	19%		1	1%	-	0%	-	0%
Unknown Ethnicity	19	19	3%		-	0%	-	0%	-	0%
Veterans	3	3	1%		-	0%	-	0%	-	0%
Indiv. w Disabilities	26	26	5%		1	4%	1	4%	1	4%

Least Selected:		Least Selected:		Least Selected:
Not Female	<i>Adverse</i>	Not Female	<i>Adverse</i>	Not Female
Not Minority	<i>Adverse</i>	Not Minority	<i>Adverse</i>	Not Minority
				<i>Adverse</i>

Hostos Community College

Category Summary

Administrative Support Workers

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	5	5	100%		5	100%	4	80%	4	80%
Male	3	3	60%		3	100%	3	100%	3	100%
Female	1	1	20%		1	100%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	-	-	0%		-	0%	-	0%	-	0%
Total Min	4	4	80%		4	100%	4	100%	4	100%
Asian	-	-	0%		-	0%	-	0%	-	0%
Black	-	-	0%		-	0%	-	0%	-	0%
Hispanic	4	4	80%		4	100%	4	100%	4	100%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	-	-	0%		-	0%	-	0%	-	0%
Total White	-	-	0%		-	0%	-	0%	-	0%
Unknown Ethnicity	1	1	20%		1	100%	-	0%	-	0%
Veterans	-	-	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:

Not Female *OK Sel*
 Not Minority *OK Sel*

Least Selected:

Female *Adverse*
 Not Minority *Adverse*

Least Selected:

Female *Adverse*
 Not Minority *Adverse*

Hostos Community College

Job Group Summary

Mail Services Worker

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	5	5	100%		5	100%	4	80%	4	80%
Male	3	3	60%		3	100%	3	100%	3	100%
Female	1	1	20%		1	100%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	-	-	0%		-	0%	-	0%	-	0%
Total Min	4	4	80%		4	100%	4	100%	4	100%
Asian	-	-	0%		-	0%	-	0%	-	0%
Black	-	-	0%		-	0%	-	0%	-	0%
Hispanic	4	4	80%		4	100%	4	100%	4	100%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	-	-	0%		-	0%	-	0%	-	0%
Total White	-	-	0%		-	0%	-	0%	-	0%
Unknown Ethnicity	1	1	20%		1	100%	-	0%	-	0%
Veterans	-	-	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:

Not Female *OK Sel*
 Not Minority *OK Sel*

Least Selected:

Female *Adverse*
 Not Minority *Adverse*

Least Selected:

Female *Adverse*
 Not Minority *Adverse*

Hostos Community College

Category Summary

Craft Workers

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	25	25	100%		-	0%	-	0%	-	0%
Male	21	21	84%		-	0%	-	0%	-	0%
Female	1	1	4%		-	0%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	3	3	12%		-	0%	-	0%	-	0%
Total Min	15	15	60%		-	0%	-	0%	-	0%
Asian	3	3	12%		-	0%	-	0%	-	0%
Black	3	3	12%		-	0%	-	0%	-	0%
Hispanic	9	9	36%		-	0%	-	0%	-	0%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	9	9	36%		-	0%	-	0%	-	0%
Total White	9	9	36%		-	0%	-	0%	-	0%
Unknown Ethnicity	1	1	4%		-	0%	-	0%	-	0%
Veterans	2	2	8%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:		Least Selected:		Least Selected:	
Not Female	OK Sel	Not Female	OK Sel	Not Female	OK Sel
Not Minority	OK Sel	Not Minority	OK Sel	Not Minority	OK Sel

Hostos Community College

Job Group Summary

Skilled Trades

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	25	25	100%		-	0%	-	0%	-	0%
Male	21	21	84%		-	0%	-	0%	-	0%
Female	1	1	4%		-	0%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	3	3	12%		-	0%	-	0%	-	0%
Total Min	15	15	60%		-	0%	-	0%	-	0%
Asian	3	3	12%		-	0%	-	0%	-	0%
Black	3	3	12%		-	0%	-	0%	-	0%
Hispanic	9	9	36%		-	0%	-	0%	-	0%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	9	9	36%		-	0%	-	0%	-	0%
Total White	9	9	36%		-	0%	-	0%	-	0%
Unknown Ethnicity	1	1	4%		-	0%	-	0%	-	0%
Veterans	2	2	8%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:

Not Female *OK Sel*
 Not Minority *OK Sel*

Least Selected:

Not Female *OK Sel*
 Not Minority *OK Sel*

Least Selected:

Not Female *OK Sel*
 Not Minority *OK Sel*

Hostos Community College

Category Summary

Technicians

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	44	44	100%		2	5%	1	2%	1	2%
Male	17	17	39%		1	6%	1	6%	1	6%
Female	19	19	43%		-	0%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	8	8	18%		1	13%	-	0%	-	0%
Total Min	32	32	73%		2	6%	1	3%	1	3%
Asian	7	7	16%		-	0%	-	0%	-	0%
Black	9	9	20%		-	0%	-	0%	-	0%
Hispanic	16	16	36%		2	13%	1	6%	1	6%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	1	1	2%		-	0%	-	0%	-	0%
White (Not Ital)	9	9	20%		-	0%	-	0%	-	0%
Total White	10	10	23%		-	0%	-	0%	-	0%
Unknown Ethnicity	2	2	5%		-	0%	-	0%	-	0%
Veterans	1	1	2%		-	0%	-	0%	-	0%
Indiv. w Disabilities	1	1	2%		-	0%	-	0%	-	0%

Least Selected:
 Female
 Not Minority

Adverse
Adverse

Least Selected:
 Female
 Not Minority

Adverse
Adverse

Least Selected:
 Female
 Not Minority

Adverse
Adverse

Hostos Community College

Job Group Summary

Administration 4 (College Lab Tech)

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	44	44	100%		2	5%	1	2%	1	2%
Male	17	17	39%		1	6%	1	6%	1	6%
Female	19	19	43%		-	0%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	8	8	18%		1	13%	-	0%	-	0%
Total Min	32	32	73%		2	6%	1	3%	1	3%
Asian	7	7	16%		-	0%	-	0%	-	0%
Black	9	9	20%		-	0%	-	0%	-	0%
Hispanic	16	16	36%		2	13%	1	6%	1	6%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	1	1	2%		-	0%	-	0%	-	0%
White (Not Ital)	9	9	20%		-	0%	-	0%	-	0%
Total White	10	10	23%		-	0%	-	0%	-	0%
Unknown Ethnicity	2	2	5%		-	0%	-	0%	-	0%
Veterans	1	1	2%		-	0%	-	0%	-	0%
Indiv. w Disabilities	1	1	2%		-	0%	-	0%	-	0%

Least Selected:

Female

Adverse

Not Minority

Adverse

Least Selected:

Female

Adverse

Not Minority

Adverse

Least Selected:

Female

Adverse

Not Minority

Adverse

Hostos Community College

Category Summary

Service Workers and Others

	Records	Applicants	Appl%	Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	83	83	100%	29	35%	7	8%	7	8%
Male	51	51	61%	16	31%	3	6%	3	6%
Female	16	16	19%	8	50%	2	13%	2	13%
Other	-	-	0%	-	0%	-	0%	-	0%
Unknown	14	14	17%	3	21%	-	0%	-	0%
Total Min	61	61	73%	14	23%	4	7%	4	7%
Asian	4	4	5%	-	0%	-	0%	-	0%
Black	38	38	46%	9	24%	2	5%	2	5%
Hispanic	17	17	20%	5	29%	2	12%	2	12%
Other inc 2 or more	2	2	2%	-	0%	-	0%	-	0%
Italian-American	-	-	0%	-	0%	-	0%	-	0%
White (Not Ital)	8	8	10%	2	25%	2	25%	2	25%
Total White	8	8	10%	2	25%	2	25%	2	25%
Unknown Ethnicity	14	14	17%	13	93%	1	7%	1	7%
Veterans	1	1	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	2	2	2%	-	0%	-	0%	-	0%

Least Selected: Not Female *Adverse* Ttl Minorities *Adverse*
 Least Selected: Not Female *Adverse* Ttl Minorities *Adverse*
 Least Selected: Not Female *Adverse* Ttl Minorities *Adverse*

Hostos Community College

Job Group Summary

Campus Peace Officer-Level 1

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	16	16	100%		16	100%	6	38%	6	38%
Male	8	8	50%		8	100%	3	38%	3	38%
Female	5	5	31%		5	100%	2	40%	2	40%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	2	2	13%		2	100%	-	0%	-	0%
Total Min	3	3	19%		3	100%	3	100%	3	100%
Asian	-	-	0%		-	0%	-	0%	-	0%
Black	2	2	13%		2	100%	2	100%	2	100%
Hispanic	1	1	6%		1	100%	1	100%	1	100%
Other inc 2 or more	-	-	0%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	2	2	13%		2	100%	2	100%	2	100%
Total White	2	2	13%		2	100%	2	100%	2	100%
Unknown Ethnicity	11	11	69%		11	100%	1	9%	1	9%
Veterans	-	-	0%		-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%		-	0%	-	0%	-	0%

Least Selected:

Not Female *OK Sel*
 Not Minority *OK Sel*

Least Selected:

Not Female *Adverse*
 Not Minority *Adverse*

Least Selected:

Not Female *Adverse*
 Not Minority *Adverse*

Hostos Community College

Job Group Summary

Custodial Supervisor

	Records	Applicants	Appl%		Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total/Selection Rate (compare to applicants)	67	67	100%		13	19%	1	1%	1	1%
Male	43	43	64%		8	19%	-	0%	-	0%
Female	11	11	16%		3	27%	-	0%	-	0%
Other	-	-	0%		-	0%	-	0%	-	0%
Unknown	12	12	18%		1	8%	-	0%	-	0%
Total Min	58	58	87%		11	19%	1	2%	1	2%
Asian	4	4	6%		-	0%	-	0%	-	0%
Black	36	36	54%		7	19%	-	0%	-	0%
Hispanic	16	16	24%		4	25%	1	6%	1	6%
Other inc 2 or more	2	2	3%		-	0%	-	0%	-	0%
Italian-American	-	-	0%		-	0%	-	0%	-	0%
White (Not Ital)	6	6	9%		-	0%	-	0%	-	0%
Total White	6	6	9%		-	0%	-	0%	-	0%
Unknown Ethnicity	3	3	4%		2	67%	-	0%	-	0%
Veterans	1	1	1%		-	0%	-	0%	-	0%
Indiv. w Disabilities	2	2	3%		-	0%	-	0%	-	0%

Least Selected:		Least Selected:		Least Selected:
Not Female	<i>Adverse</i>	Not Female	<i>OK Sel</i>	Not Female
Not Minority	<i>OK Sel</i>	Not Minority	<i>Adverse</i>	Not Minority
				<i>Adverse</i>

Appendix G-2 Exceptions to the Search Process

This Appendix lists search exceptions.

Search requirements may be waived in rare situations. Positions are identified by title and department with information on the basis of the waiver. Individuals are not identified.

The waiver process requires an application with justification of why a search could not be performed.

This listing includes waivers that were scheduled to be effective during the Plan Year. Waivers granted to correct minor search issues are not included. Note that some candidates may have declined or delayed their appointments.

Hostos CC

Asst Administrator	Gender	Ethnicity
Human Resources	Female	Hispanic/Latino
Basis Advancement Not appointed as of 6/1/21.		

Appendix H Utilization of Individuals with Disabilities by Job Group

This Appendix presents the total staff in each job group with the number and percentage of Individuals with Disabilities.

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.

Hostos CC

Total Individual(s) with Disabilities: 15 Percent of total reported employees: 2.5%

Category:	Staff	Indiv. with Disabilities	Rate
Executive/Administrative/Managerial			
Admin 1: Executive	15	0	0.0%
Admin 2: Managerial	62	2	3.2%
Managerial: Facilities	2	0	0.0%
Managerial: Info Tech	2	0	0.0%
Managerial: Security	1	0	0.0%
Professional Faculty			
Faculty: Professoriate	136	0	0.0%
Faculty: Librarian	10	1	10.0%
Faculty: Instructor	3	0	0.0%
Faculty: Lecturer	25	0	0.0%
Faculty: Developmental	17	0	0.0%
Professional Non-Faculty			
Accountant: Professional	1	0	0.0%
Admin 3: Professional	141	11	7.8%
Info Tech: Professional	14	0	0.0%
Nurse	1	0	0.0%
Administrative Support Workers			
Accountant: Assistant	2	0	0.0%
Administrative Assistant	7	0	0.0%
Office Assistant	42	0	0.0%
Mail Services Worker	4	0	0.0%
Technicians			
Admin 4: College Lab Technician	12	0	0.0%
Info Tech: Technician	5	1	20.0%
Print Media Technician	1	0	0.0%
Craft Workers			
Skilled Trades: Supervisory	2	0	0.0%
Skilled Trades: Not Supervisory	11	0	0.0%
Laborers and Helpers	6	0	0.0%
Basic Crafts-Buildings and Grounds	6	0	0.0%
Service Workers			
Campus Public Safety Sergeant	6	0	0.0%
Campus Peace Officer	18	0	0.0%
Campus Security Assistant	6	0	0.0%
Custodial: Supervisory	7	0	0.0%
Custodial: Assistant	24	0	0.0%