



AFFIRMATIVE ACTION PLAN (2019–2020)

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

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HOSTOS MISSION



TABLE OF CONTENTS

| | |
|--|-----------|
| PART ONE: INTRODUCTION AND BACKGROUND | 6 |
| COLLEGE OVERVIEW | 7 |
| B. History | 8 |
| C. Mission | 9 |
| ORGANIZATION CHART | 9 |
| RELEVANT POLICIES | 9 |
| Equal Opportunity and Non-Discrimination Policy | 10 |
| Affirmative Action Policy | 10 |
| Sexual Misconduct Policy | 11 |
| Equal Opportunity and Nondiscrimination Policy | 12 |
| Campus and Workplace Violence Policy | 12 |
| Domestic Violence and the Workplace Violence Policy | 12 |
| Procedures for Implementing Reasonable Accommodations and Academic Adjustments | 12 |
| Campus Reporting of Crime Statistics: Including Sexual Violence Statistics | 12 |
| Other Policies | 12 |
| RESPONSIBILITY FOR IMPLEMENTATION | 13 |
| The President | 13 |
| Chief Diversity Officer | 13 |
| College Officials | 14 |
| Committee(s) on Diversity and Inclusion | 14 |
| University Management | 14 |
| PART TWO: DATA AND ANALYSIS | 15 |
| DATA SOURCES FOR THIS REPORT | 15 |
| Employee Data | 15 |
| Self-Identification Categories | 16 |
| Labor Market Source Data | 17 |
| WORKFORCE ANALYSIS | 18 |
| JOB GROUPS, DISCIPLINES, AND MARKET DATA | 18 |
| Job Groups | 18 |
| Disciplines | 19 |
| Exhibit: Job Groups and Staffing 6/1/19 | 20 |
| Labor Market Availability Calculations | 21 |
| UTILIZATION | 23 |
| Exhibit: Summary of Underutilization and Goals | 25 |
| Utilization, Underutilization, and Placement Goals | 31 |
| OTHER ANALYSES | 34 |
| Personnel Activity | 34 |
| Recruiting Activity | 35 |

| | |
|---|-----------|
| Hiring from Civil Service Applicant Pools | 36 |
| Compensation | 37 |
| PART THREE: ACTION-ORIENTED PROGRAMS | 38 |
| IMPLEMENTATION OF PRIOR-YEAR PROGRAMS | 39 |
| Exhibit: Summary of Campus Programs, 2018-2019 | 39 |
| IMPLEMENTATION OF 2019-2020 PROGRAMS | 44 |
| ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION | 47 |
| INTERNAL AUDIT AND REPORTING | 48 |
| PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS | 50 |
| EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY | 51 |
| REVIEW OF PERSONNEL PROCESSES | 51 |
| REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS | 52 |
| REASONABLE ACCOMMODATIONS | 52 |
| HARASSMENT PREVENTION PROCEDURES | 54 |
| EXTERNAL DISSEMINATION OF POLICY | 54 |
| OUTREACH AND POSITIVE RECRUITING | 55 |
| Summary of 2018-2019 Outreach Efforts | 55 |
| Planned Outreach for 2019-2020 | 56 |
| INTERNAL DISSEMINATION OF POLICY | 57 |
| RESPONSIBILITY FOR IMPLEMENTATION | 57 |
| The President | 57 |
| 504/ADA Coordinator | 58 |
| 504/ADA Committee | 58 |
| College Officials | 58 |
| University Management | 59 |
| TRAINING | 59 |
| AUDIT AND REPORTING SYSTEM | 59 |
| BENCHMARK COMPARISONS | 60 |
| Staffing | 60 |
| Hiring Rate | 60 |
| Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities | 61 |
| Veterans Hiring Benchmark | 61 |
| Hiring Rate, Individuals with Disabilities | 61 |

The Appendices follow this document and pages are numbered separately.

PART ONE: INTRODUCTION AND BACKGROUND

This report is the annual update of the Affirmative Action Plan (AAP) for federal contractors as required by federal regulations related to:

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

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

The College produces a separate Affirmative Action Plan for Italian Americans. The Chancellor of CUNY designated Italian Americans as a protected group at CUNY in 1976.

Part One (this section) describes the College and those individuals and groups with responsibility for Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2019. The Plan Reporting Year (basis for historical data) is June 1, 2018–May 31, 2019. The Program Year is September 1, 2019–August 31, 2020.

This Plan is available for public review at the Office of Compliance and Diversity, 475 Grand Concourse, Room A-336.

COLLEGE OVERVIEW

A. Location, Degrees, Accreditation

Eugenio María de Hostos Community College (“the College”) is a comprehensive two-year public institution. Specifically established to redress the historical pattern of linguistic and national origin discrimination against residents who have limited English proficiency and/or have traditionally been denied access to higher education, the College offers Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs that prepare students for transfer to four-year colleges upon graduation. Hostos Community College also offers Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers, as well as certificate programs in Administrative Assistant, Community Health, and Practical Nursing (LPN) studies. The College, 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. The College 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 Community College is a member of the American Association of Community and Junior Colleges, the American Committee on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

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

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

B. History

On April 22, 1968, the then Board of Higher Education created Hostos Community College in response to the demands of Puerto Rican and Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx. In September 1970, the College admitted a charter class of 623 students at the site of a former factory 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.

When the College 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.

C. Mission

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

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

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural, and linguistic backgrounds. An integral part of fulfilling its mission is to provide transitional language instruction for all students learning English as a second language along with offerings to foster a multi-cultural environment for all students. 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 part of The City University of New York (“CUNY”), a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The “protected classes,” delineated in Executive Order 11246 and updates, are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

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

Equal Opportunity and Non-Discrimination Policy

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

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

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

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

Affirmative Action Policy

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

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, which includes the “students’ bill of rights” along with implementing training and educational programs on Sexual Misconduct to the college constituencies. These trainings are done in-person as well as through SPARC and E-SPARC, web based training programs developed by the State University of New York (“SUNY”) in partnership CUNY to educate students and staff about various topics relating to sexual misconduct; and

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

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

CUNY has established the following policies. Links are accurate as of June, 2019.

Equal Opportunity and Nondiscrimination Policy

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

Campus and Workplace Violence Policy

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

Domestic Violence and the Workplace Violence Policy

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

Procedures for Implementing Reasonable Accommodations and Academic Adjustments

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

Campus Reporting of Crime Statistics: Including Sexual Violence Statistics

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

Other Policies

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

The College policy is reaffirmed by the President annually. **Appendix B** contains a copy of the annual Reaffirmation Letter which was issued on September 10, 2018 for the current Reporting Year (June 1, 2018–May 31, 2019).

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

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

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

Chief Diversity Officer

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

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

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

College Officials

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

Committee(s) on Diversity and Inclusion

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

Committee members from the 2018-19 Reporting Year (June 1, 2018–May 31, 2019) were:

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

University Management

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

[Click for University Diversity Resources](#)

PART TWO: DATA AND ANALYSIS

The College analyzes workforce data to reflect regulations and best practices. No one method provides a complete picture, and none should be used exclusively. Methods include:

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

Details on these prescribed methods are provided in by the U.S. Department of Labor's Office of Contract Compliance Programs (OFCCP) at: [Click for U.S. Department of Labor Website](#)

DATA SOURCES FOR THIS REPORT

Employee Data

The main data source for current employees is an extract from CUNY's system of record, CUNYFirst, of full-time active employees as of June 1, 2019 (downloaded in early July). The population includes individuals on selected paid leaves, such as medical leave or fellowship/sabbatical leave. We do not include individuals on retirement/terminal leaves, student workers or individuals employed by CUNY's separate Research Foundation.

CUNY's employees are invited to self-identify as members of protected groups. Employees may update their selection at any time via an Employee Self-Service portal, and the College last conducted a self-identification canvas in May 2018. It contacted employees via email, providing instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary.

The next comprehensive census is scheduled for 2020.

The same choices are available to job applicants, who are invited to self-identify using the job application portal in CUNYFirst.

Self-Identification Categories

To evaluate representation by race/ethnicity, we use federally-mandated categories:

- Total Minority – total of all groups other than White, reported as a single category
- Asian – consolidates choices of 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 Minority but not separately reported. Hispanic/Latino is a choice that has priority, so, if for example a person identifies as both Hispanic/Latino and Asian, they are recorded as Hispanic/Latino, and not as Two or More Races.

We also ask for identification of Italian American ethnicity consistent with University legal settlements dating to the 1990's. Information on Italian Americans is analyzed in 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 the Total Minority category in either plan. If an individual identifies in a federally-protected race/ethnicity and as Italian American, we default to the federally-protected race/ethnicity, again to prevent double counting.

To evaluate representation by gender, we use federally-mandated categories of Male and Female. Our system captures non-binary general identification but only individuals identifying as "female" are included in the protected gender category.

Of a total of 633 employees, all employees identified a gender and 1 employee either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race/ethnicity). Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group for further analyses.

Of a total of 633 employees, 622 employees did not identify a Veteran status and 619 did not identify a Disability status. Self-identification in these categories is a priority for future self-identification campaigns.

Labor Market Source Data

One of the required reviews is a comparison of the employee population with the Labor Market from which the college would reasonably recruit, train, or promote. The University re-calculated availability for this year’s report. Given that estimates were substantially updated for this cycle, some availability estimates are materially different from those in prior plans. The following is a general summary of data sources for this year’s report as compared to the previous plans.

| Used for This Report | Used for 2017 and 2018 Reports | Impact |
|--|---|--|
| <p>For internal candidates, CUNY-wide review of employee appointments over 2016-2017 and 2017-2018 to determine weighting and feeder jobs.</p> <p>Employee population based on June 1, 2018 census (start of last plan year).</p> | <p>Based on various reviews performed between 2011 and 2015.</p> <p>Last updated in 2015.</p> | <p>Advances data by between three and seven years, depending on group.</p> |
| <p>For external candidates, the American Community Survey of the US Census (ACS), 5-year estimate, 2013-2017 (final).</p> | <p>American Community Survey data, 5-year estimate, 2007-2011 (final).</p> | <p>Advances data by six years.</p> |
| <p>Faculty discipline estimates based on the US Dept. of Education’s National Center for Education Statistics’ Integrated Post-Secondary Education Data System (IPEDS) completion data for 2015-2016 (final). Disciplines evaluated by Classification of Instructional Programs (CIP), most often at the two-digit level (major category).</p> | <p>IPEDS degree completion data for 2013-2014.</p> | <p>Advances data by two years.</p> |

WORKFORCE ANALYSIS

The Workforce Analysis is a review of overall representation of females and minorities by division, department and title/rank. It is presented by job title in a hierarchical order so that higher paid/higher ranked jobs are listed first. It is used to evaluate diversity by organizational unit rather than job group.

Due to length, Workforce Analysis charts are not included here.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

This section summarizes design issues underlying the analyses.

Job Groups

With the exception of the Workforce Analysis (reviewed by department), we analyze data by job group (jobs with similar duties, qualifications, and other conditions of employment). The University establishes the job groups and reviews them annually. These are detailed in [Appendix C](#), with a summary at the end of this section.

Each employer defines its own job groups, but all groups can be summarized into larger, standard categories which are referred to as EEO-1 categories.

This year, the University made the following updates:

- The Peace Officer groups were adjusted so that there is a Campus Security Assistant job group and a Campus Peace Officer job group. Previously, Campus Peace Officer-1 was comprised of Campus Security Assistant and Campus Peace Officer Level 1, and Campus Peace Officer Level 2 was in a separate group. It was determined by consulting with the University's Civil Service Unit that the adjusted groupings more closely reflected duties and qualification requirements.
- The title of Supervisor – Maintenance and Labor was moved from “Skilled Trades Supervisory” to “Craft-Buildings and Grounds” recognizing that this title does not supervise titles in the Skilled Trades and has different qualification requirements.
- The University introduced three new titles to the Broadcast/Media Job Group related to Media and Production.
- The University introduced other titles, most in the executive ranks, assigned to job groups as appropriate.

Disciplines

We conduct an additional level of review for Faculty and College Laboratory Technicians with groupings based on discipline. With few exceptions, faculty departments are assigned to disciplines within the Classification of Instructional Programs (CIP), previously described. Discipline for College Laboratory Technicians was determined by assigning departments to either a Scientific/Engineering/Technical group or a General group.

This year, the discipline of “Public Administration and Social Work” was split into its component parts at the request of units with large departments in these disciplines.

Appendix D presents a listing of faculty disciplines with the underlying academic departments at the College, noting any necessary exceptions.

Exhibit: Job Groups and Staffing 6/1/19

Exhibit: Workforce Summary

Hostos CC

Total Employees: 633

Executive/Administrative/Managerial

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|------------------------------|-------|----------|----------|------------|------------|
| Administration 1 (Executive) | 16 | 10 | 62.5% | 12 | 75.0% |
| Administration 2 (Manager) | 68 | 39 | 57.4% | 51 | 75.0% |
| Facility Manager | 2 | | | 1 | 50.0% |
| IT Computer Manager | 2 | | | 2 | 100.0% |
| Security Manager | 3 | | | 3 | 100.0% |

Professional Faculty

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|-----------------------|-------|----------|----------|------------|------------|
| Faculty-Professorial | 140 | 75 | 53.6% | 70 | 50.0% |
| Faculty Librarians | 10 | 8 | 80.0% | 6 | 60.0% |
| Faculty-Instructor | 3 | 1 | 33.3% | 3 | 100.0% |
| Faculty-Lecturer | 32 | 16 | 50.0% | 25 | 78.1% |
| Faculty-Developmental | 22 | 16 | 72.7% | 13 | 59.1% |

Professional Non-Faculty

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|---------------------------------|-------|----------|----------|------------|------------|
| Accountant | 2 | 1 | 50.0% | 2 | 100.0% |
| Administration 3 (Professional) | 129 | 101 | 78.3% | 116 | 89.9% |
| IT Computer Professional | 16 | 3 | 18.8% | 16 | 100.0% |
| Nurse | 1 | 1 | 100.0% | 1 | 100.0% |

Administrative Support Workers

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|--------------------------|-------|----------|----------|------------|------------|
| Accountant Assistant | 3 | 2 | 66.7% | 3 | 100.0% |
| Administrative Assistant | 8 | 6 | 75.0% | 8 | 100.0% |
| Office Assistant | 48 | 43 | 89.6% | 47 | 97.9% |
| Mail Services Worker | 3 | | | 3 | 100.0% |

Craft Workers

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|------------------------------------|-------|----------|----------|------------|------------|
| Basic Crafts-Buildings and Grounds | 8 | 1 | 12.5% | 3 | 37.5% |
| Laborers and Helpers | 6 | | | 4 | 66.7% |
| Skilled Trades-Supervisor | 2 | | | | |
| Skilled Trades | 13 | | | 4 | 30.8% |

Technicians

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|-------------------------------------|-------|----------|----------|------------|------------|
| Administration 4 (College Lab Tech) | 13 | 5 | 38.5% | 11 | 84.6% |
| IT Support Technician | 5 | 1 | 20.0% | 5 | 100.0% |
| Print Shop | 2 | 2 | 100.0% | 2 | 100.0% |

Service Workers and Others

| Job Group | Staff | Female # | Female % | Minority # | Minority % |
|-------------------------------|-------|----------|----------|------------|------------|
| Campus Public Safety Sergeant | 8 | 1 | 12.5% | 8 | 100.0% |
| Campus Peace Officer | 20 | 7 | 35.0% | 19 | 95.0% |
| Campus Security Assistant | 7 | 4 | 57.1% | 7 | 100.0% |
| Custodial Supervisor | 7 | 2 | 28.6% | 7 | 100.0% |
| Custodial | 34 | 10 | 29.4% | 33 | 97.1% |

Labor Market Availability Calculations

Labor Market Availability is an estimate used to benchmark utilization of protected groups. It represents the proportion of each protected group available for employment in the labor market from which we recruit (internal or external). CUNY typically reviews Labor Market Availability every other year, and revised the estimates for this plan.

Appendix C and **Appendix D** referenced above provide details about the basis of availability calculations for each job group and discipline.

Internal Labor Market

The internal labor market is considered to be University-wide and currently reflects the full-time employee population. Estimates were based on a review of 2016-2017 and 2017-2018 job moves of CUNY employees. The result is an estimated weighting of internal hiring by job group and identification of feeder jobs and conditions (such as permanency status). We identified feeder jobs regardless of the official promotional path. Outliers were excluded.

The availability calculations are based on the Census Date of the last plan year, June 1, 2018, a reasonable estimate of the available internal market between June 1, 2018 and June 1, 2019. This June 1, 2018 census consisted of 20,504 full-time employees.

External Labor Market

Estimates for the external markets vary by job group. The following factors are used to determine labor market availability:

Geography

- Geography varies by job group and is based on CUNY policy as well as a review of CUNY experience. One of the following geographic labor markets is used:
 - A national labor market is applied to the following groups: Administration 1 – Executive, Faculty – Professorial, and Faculty – Instructor Rank. This is consistent with CUNY policies that it should recruit as broadly as possible in these groups; CUNY also can offer relocation assistance for hires in these groups.
 - For Faculty in the Lecturer group, a two-state region of New York and New Jersey is utilized because IPEDS completion data is only available by State and recruiting is regional rather than national.

- A New York State-only labor market is applied to the following groups, as due to statute, New York State residency is required for appointments to titles in these groups:
 - College Security Assistant
 - Campus Peace Officer
 - Campus Public Safety Sergeant
 - Security Manager
- The New York/New Jersey Metropolitan Statistical Area (MSA) is utilized as the labor market for all remaining job groups. A review of hires in the past year indicates that 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications – Other than Collegiate Faculty

- Occupational Group – CUNY compared the Standard Occupational Classification assigned to every job title with the available Census Occupational Codes and determined those codes that would best represent the labor market.
- Degree Requirements – Degree requirements were applied based on the minimum degree requirement for the lowest-ranked job in the job group. These range from No Educational Requirement through Master’s Level degrees for non-faculty.
- Experience Level – in a few cases where there is a requirement for a specific number of years of experience following a degree, we used age as a proxy, utilizing standards created for Census data; for example, a Bachelor’s degree assumes a standard age of 21, so a Bachelor’s degree plus four years of experience would correspond to a minimum age of 25.

Qualifications - Collegiate Faculty – Federal Plan

- Collegiate Faculty are assigned to the Professorial, Instructor, or Lecturer job groups. Availability for these groups in the federal plan is based on a combination of degree requirements and academic discipline.
 - Degree Requirements – these are applied as follows:
 - Professorial – Doctoral Degree
 - Instructor – Master’s Degree
 - Lecturer – Bachelor’s Degree or Master’s Degree.

- Discipline -- Within each Faculty job group, we analyze utilization by academic program or discipline. The University codes its disciplines using the US Department of Education’s “Classification of Instructional Programs” (CIP). We assign an academic discipline to each academic department using the CIP coding, usually at the 2-digit level (major category). On an exception basis, we either calculate a blended labor market availability for interdisciplinary programs, or create an exception assignment of individual faculty to specific disciplines.
- Where multiple departments are assigned to the same discipline we may also review a break-out by department within discipline.

Qualifications – Collegiate Faculty - Italian American Plan

- Discipline-specific data is not available for Italian-American ancestry and instead we utilize American Community Survey data for Professorial Faculty, Instructor Faculty, and Lecturer Faculty in consolidated groupings.

The external weighting is based on the review of internal hiring as described above.

UTILIZATION

We evaluate utilization of females and total minorities by job group as compared with the estimated labor market. While required only for the Total Minority category, CUNY has traditionally included a review by protected ethnicity. The resulting groups are:

- Female
- Total Minority
- Asian/Hawaiian/Other Pacific Islander
- Black/African American
- Hispanic/Latino
- Italian American (Italian American Plan only).

There must be at least five incumbents in order to evaluate a job group. Job groups with 30 or fewer employees produce results that are less reliable, and more variable, than job groups with larger populations.

We report underutilization where the utilization of individuals in a protected group is more than 20% below labor market and where the difference can be expressed as at least one full-time equivalent employee.

Job groups and disciplines for which there is underutilization are considered priorities for placement goals and enhanced outreach when there are hiring opportunities.

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

Changes in utilization from year to year may arise from multiple factors. Obviously, updates to availability calculations and job groups will have significant impact, but other factors include actual hires, promotions, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, utilization may change substantially even if only single employee is replaced.

The following factors in updating Labor Market Availability may have an impact on underutilization results:

- Change in timing of external data – moving our basis for comparison to more recent years
- Change in internal/external hiring patterns – including the ratio of internal to external hires and the types of jobs from which we recruit internally
- Change in composition of job groups and the mapping of occupational codes to job groups.
- Change in designated geography.

The following Exhibit summarizes staffing and underutilization for each job group at the College with a comparison to the previous year.

Exhibit: Summary of Underutilization and Goals

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Hostos CC

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

This summary provides three measurements:

-2018: Underutilization reported in the previous plan (i.e., last year, calculated with last year's staffing and last year's Labor Market Availability estimates).

-2019: Underutilization reported in the current year (i.e., this plan, calculated with this year's staffing and updated Labor Market Availability estimates).

-A hypothetical underutilization were CUNY still using last year's Labor Market Availability estimates with this year's staffing. This measurement provides insight into the impact of changes in Labor Market Availability estimates on underutilization calculations (i.e., changes which are not due to outreach, employee turnover, or other college-specific factors).

Other Changes for 2019:

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

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

Faculty-Developmental

| | | UNDERUTILIZATION | | | | | |
|--|--|------------------|--------|----------------|--------------------------------------|--------------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Education - Developmental | | | | | | | |
| 2018 | | 19 | | | | | |
| 2019 | | 22 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 22 | | | | | |

Faculty-Lecturer

| | | UNDERUTILIZATION | | | | | |
|--|--|------------------|--------|----------------|--------------------------------------|--------------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Education | | | | | | | |
| 2018 | | 6 | | | | | |
| 2019 | | 6 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 6 | | | | | |
| English Language and Literature/Letters | | | | | | | |
| 2018 | | 9 | 2 | | | | 1 |
| 2019 | | 6 | 2 | | | | 1 |
| 2019 Hypothetical using 2018 Labor Mkt | | 6 | 2 | | | | |
| Liberal Arts and Sciences, General Studies & Humanitie | | | | | | | |
| 2019 | | 5 | 1 | | | 1 | |

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Faculty-Lecturer

| | | UNDERUTILIZATION | | | | | |
|--|--|------------------|--------|----------------|--------------------------------------|--------------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| 2019 Hypothetical using 2018 Labor Mkt | | 5 | 1 | | | 1 | |
| Mathematics and Statistics | | | | | | | |
| 2018 | | 8 | 2 | | 2 | | |
| 2019 | | 6 | 1 | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 6 | 1 | | 1 | | |

Faculty-Librarian

| | | UNDERUTILIZATION | | | | | |
|---|--|------------------|--------|----------------|--------------------------------------|--------------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Faculty Librarians (prior to 2019 were in Professoriate) | | | | | | | |
| 2018 | | 10 | | | | | |
| 2019 | | 10 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 10 | | | | | |

Faculty-Professorial

| | | UNDERUTILIZATION | | | | | |
|---|--|------------------|--------|----------------|--------------------------------------|--------------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Biological and Biomedical Sciences AND Physical Scienc | | | | | | | |
| 2018 | | 21 | | | | 1 | |
| 2019 | | 20 | | | | 1 | |
| 2019 Hypothetical using 2018 Labor Mkt | | 20 | | | | 1 | |
| Business, Management, Marketing, Support Services | | | | | | | |
| 2018 | | 5 | | | | | |
| 2019 | | 6 | 1 | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 6 | 1 | | | | |
| Education | | | | | | | |
| 2018 | | 19 | | | 1 | | |
| 2019 | | 18 | | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | | 18 | | | 1 | | |
| English Language and Literature/Letters | | | | | | | |
| 2018 | | 20 | | | | 1 | |
| 2019 | | 23 | | | | 1 | |
| 2019 Hypothetical using 2018 Labor Mkt | | 23 | | | | 1 | |
| Health Professions and Related Programs | | | | | | | |

Exhibit: Summary of Historical Changes in Underutilization - Faculty

Faculty-Professorial

| | | UNDERUTILIZATION | | | | | |
|---|--|------------------|--------|----------------|-------------------------------------|--------------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac Isl. | Black/ African Am. | Hispanic/ Latino |
| | 2018 | 26 | | | | | |
| | 2019 | 25 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 25 | | | | | |
| Liberal Arts and Sciences, General Studies & Humanitie | | | | | | | |
| | 2018 | 17 | 2 | | 1 | | |
| | 2019 | 17 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 17 | | | | | |
| Mathematics and Statistics | | | | | | | |
| | 2018 | 16 | | | | | |
| | 2019 | 16 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 16 | | | | | |
| Social Sciences | | | | | | | |
| | 2018 | 16 | | | 1 | | |
| | 2019 | 15 | | | 1 | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 15 | | | 1 | | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Hostos CC

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

This summary provides three measurements:

-2018: Underutilization reported in the previous plan (i.e., last year, calculated with last year's staffing and last year's Labor Market Availability estimates).

-2019: Underutilization reported in the current year (i.e., this plan, calculated with this year's staffing and updated Labor Market Availability estimates).

-A hypothetical underutilization were CUNY still using last year's Labor Market Availability estimates with this year's staffing. This measurement provides insight into the impact of changes in Labor Market Availability estimates on underutilization calculations (i.e., changes which are not due to outreach, employee turnover, or other college-specific factors).

Also, in 2019 the arrangement of job groups for security staff has changed. The 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only. The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

Category: Executive/Administrative/Managerial

| | | UNDERUTILIZATION | | | | | |
|-------------------------------------|--|------------------|--------|----------------|--------------------------------------|-----------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Administration 1 (Executive) | | | | | | | |
| | 2018 | 17 | | | | 1 | |
| | 2019 | 16 | | | | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 16 | | | | 1 | |
| Administration 2 (Manager) | | | | | | | |
| | 2018 | 65 | | | 2 | | |
| | 2019 | 68 | | | 4 | 4 | |
| | 2019 Hypothetical using 2018 Labor Mkt | 68 | | | 4 | | |

Category: Professional Non-Faculty

| | | UNDERUTILIZATION | | | | | |
|--|--|------------------|--------|----------------|--------------------------------------|-----------------------|---------------------|
| | | Total Staff | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | Hispanic/ Latino |
| Administration 3 (Professional) | | | | | | | |
| | 2018 | 127 | | | 7 | | |
| | 2019 | 129 | | | 10 | | |
| | 2019 Hypothetical using 2018 Labor Mkt | 129 | | | 6 | | |
| IT Computer Professional | | | | | | | |
| | 2018 | 16 | 2 | | 1 | | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Category: Professional Non-Faculty

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|--|-------------|------------------|----------------|--------------------------------|--------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | |
| IT Computer Professional | | | | | | |
| 2018 | 16 | 4 | | 1 | 1 | |
| 2019 | 16 | 1 | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 16 | 1 | | | | |

Category: Administrative Support Workers

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|--|-------------|------------------|----------------|--------------------------------|--------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | |
| Administrative Assistant | | | | | | |
| 2018 | 10 | | | 1 | | |
| 2019 | 8 | | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 8 | | | 1 | | |
| Office Assistant | | | | | | |
| 2018 | 49 | | | | | |
| 2019 | 48 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 48 | | | | | |

Category: Craft Workers

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|---|-------------|------------------|----------------|--------------------------------|--------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | |
| Basic Crafts-Buildings and Grounds | | | | | | |
| 2018 | 8 | 1 | | 1 | | 1 |
| 2019 | 8 | | 2 | 1 | | 2 |
| 2019 Hypothetical using 2018 Labor Mkt | 8 | 1 | | | | 1 |
| Laborers and Helpers | | | | | | |
| 2018 | 6 | 1 | | | | |
| 2019 | 6 | 1 | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 6 | 1 | | | | |
| Skilled Trades | | | | | | |
| 2018 | 14 | | | | | |
| 2019 | 13 | | 2 | 1 | 1 | |
| 2019 Hypothetical using 2018 Labor Mkt | 13 | | | | | |

Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs

Category: Technicians

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|---|-------------|------------------|----------------|--------------------------------|--------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | |
| Administration 4 (College Lab Tech) - Sci/Tech/Eng | | | | | | |
| 2018 | 9 | | | 1 | | |
| 2019 | 9 | | | 2 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 9 | | | 1 | | |
| IT Support Technician | | | | | | |
| 2018 | 7 | | | 1 | | |
| 2019 | 5 | | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 5 | | | 1 | | |

Category: Service Workers and Others

| | Total Staff | UNDERUTILIZATION | | | | Hispanic/Latino |
|--|-------------|------------------|----------------|--------------------------------|--------------------|-----------------|
| | | Female | Total Minority | Asian/Nath aw./Other Pac. Isl. | Black/ African Am. | |
| Campus Peace Officer | | | | | | |
| 2019 | 20 | | | 1 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 20 | | | | 3 | |
| Campus Peace Officer (2018-CPO Level 1) | | | | | | |
| 2018 | 27 | | | 1 | | |
| Campus Public Safety Sergeant | | | | | | |
| 2018 | 8 | 1 | | | 1 | |
| 2019 | 8 | 1 | | | 1 | |
| 2019 Hypothetical using 2018 Labor Mkt | 8 | 1 | | | 1 | |
| Campus Security Assistant | | | | | | |
| 2019 | 7 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 7 | | | | | |
| Custodial | | | | | | |
| 2018 | 32 | | | 1 | | |
| 2019 | 34 | | | 2 | | |
| 2019 Hypothetical using 2018 Labor Mkt | 34 | | | 1 | | |
| Custodial Supervisor | | | | | | |
| 2018 | 6 | 1 | | | | |
| 2019 | 7 | | | | | |
| 2019 Hypothetical using 2018 Labor Mkt | 7 | | | | | |

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 employees.

At the end of 2018-19 Reporting Year (June 1, 2018–May 31, 2019), the College had a total of 633 full-time, permanent employees. Of that total number, 485 (77%) were members of a protected ethnic/racial group and 355 (56%) were women. Of the College's 207 full-time employed faculty, 117 are members of a protected ethnic/racial group and 116 of whom are women. We note that more than half of the faculty are members of a protected class, and more than half are women.

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

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

Furthermore, this year in the Faculty – Professorial group, the College has eliminated underutilization of Females and Asians in the Liberal Arts and Sciences, General Studies & Humanities AAU. The College also continues to have no underutilization in the Mathematics and Statistics, and Health Professions and Related Programs AAUs.

In Business, Management, Marketing, Support Services AAU, Asians are not represented. This AAU consists of 6 faculty members. The lack of representation reflects the low availability rate of Asians for this AAU, however, it should be noted that the total minority percentage for this AAU is 66.7%. In the Education AAUs (Professorial and Lecturer), Asians are not represented. The combined number of faculty in these AAUs is 24. As in the Business AAU, the lack of representation reflects the low availability rate of Asians in these disciplines. The Total Minority percentage for the Education AAUs is 50% (Professorial) and 66.7% (Lecturers).

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

The diverse and multi-cultural workforce can also be seen in the College's full time staff where women and minorities continue to represent a major portion of the College's employees. Overall, the College has 426 full-time staff employees, 368 (86%) of whom are members of a protected ethnic/racial group. In addition of the 426 full-time staff 239 (56%), are women. This data demonstrates that Hostos continues to have and embrace a truly diverse and multi-cultural workforce.

In the previous reporting period, Blacks were underutilized in the Administration 1 AAU (Category: Executive/Administrative/Managerial). This year, the underutilization has been eliminated.

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

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 (2019) as compared with last year's analysis (2018), we observed the following differences:

Faculty – Professorial

In Liberal Arts and Sciences, General Studies, Professorial AAU the Underutilization of Asians decreased from 1 to 0 and the underutilization for females decreased from 2 to 0.

Faculty – Lecturer

In Mathematics and Statistics, Underutilization decreased from 2 to 1 for Asians and for females from 2 to 1.

Staff

Administration I

Underutilization of Black decreased from 1 to 0.

Administration II

Underutilization of Asians increased from 2 to 4. The underutilization for Blacks increased from 0 to 4.

Administration III

Underutilization of Asians increased from 7 to 10.

IT Computer Professional

Underutilization of Blacks increased from 0 to 1. Underutilization of Women increased from 2 to 4.

Basic Crafts-Buildings and Grounds

Underutilization of Asians increased from 0 to 1. The underutilization of females decreased from 1 to 0. The underutilization of Hispanic/Latino increased from 1 to 2. Total Minority underutilization increased from 0 to 2.

Skilled Trades

Underutilization of Asians increased from 0 to 1. The underutilization of Blacks increased from 0 to 1. Total Minority underutilization increased from 0 to 2.

Administration IV

Underutilization of Asians increased from 1 to 2.

Custodial

Underutilization of Asians increased from 1 to 2.

OTHER ANALYSES

Personnel Activity

We review personnel actions for adverse impact (personnel decisions made at substantially different rates for different groups). We report activity for those groups which have a material number of actions and/or applicants over the previous plan year.

Appendix F provides detail on personnel activity by Job Group, rolling up to larger EEO-1 categories:

- Job Actions by Gender and Ethnicity
- Faculty Tenure Actions by Gender and Ethnicity (by department and by job group).

We compared employee title changes between reference dates (i.e., June 1, 2018 and June 1, 2019). The reports track hires, moves to a higher or lower Job Group, moves within a Job Group, and Separations.

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions (separated from one group and joined another group). Personnel actions taking place across CUNY colleges are likewise treated as a separation from one college and a hire in the other.

Tenure is a permanent status granted to Professorial Faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. There is an additional review process for Professorial Faculty, involving department and College-wide Personnel and Budget Committees making recommendations to the President. It is also possible for a faculty member to be hired with Tenure. Faculty reported here received tenure/CCE status effective September 1, 2018.

The tenure report tracks the following statuses:

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

Tenure

During the reporting period, 8 faculty members were presented for tenure; 4 were Associate Professors, 3 were Lecturers and 1 was a College Lab Tech. All were recommended and granted tenure by the Board of Trustees, effective September 1, 2018.

The tenure recipients included faculty from the following academic units:

Allied Health Services, Behavioral and Social Sciences, Business, Mathematics and Natural Sciences and Education; 6 out of the 8 tenure recipients were members of a protected ethnic/racial group and 4 out of the 8 tenure recipients were women.

Promotions

During the reporting period, 8 faculty members were promoted. Of those 8 faculty members, 6 (75%) were members of a protected ethnic/racial group; 2 were Asian, 3 were Hispanic and 1 was Black. Of the 8 faculty members who were promoted; 6 were women.

Recruiting Activity

Recruiting and selection should promote diversity as well as operational effectiveness.

Prior to posting a job vacancy, the Chief Diversity Officer reviews posting language from the standpoint of language or requirements that could impose bias. In most cases, the Chief Diversity Officer also reviews a Recruiting Plan for intended outreach.

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

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

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

Appendix G summarizes recruiting and selection by job group based on available data about searches that were concluded with a job offer between June 1, 2018 and May 31, 2019. We report all searches resulting in an offer regardless of whether the search was cancelled at some point after an offer was made.

For some job groups, notably faculty, there is a significant gap between offer and start dates (sometimes six months or more). We track the conclusion of a search based on accepted job offer, not start date, in order to avoid a lag in reporting search results. The impact, however, is that the number of offers reported may not match the number of hires in the personnel exhibits.

Applicant categories follow the federal guidelines for Internet Applicants:

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

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans in order to attract diverse and qualified applicant pools.

Hiring from Civil Service Applicant Pools

The College participated in 7 University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in [Appendix F](#) and the counts of applicants in [Appendix G](#).

University-wide Hiring Pools for 2018-2019 are as follows:

- Stationary Engineer August 16, 2018; 3 interviewed, 1 offer (candidate declined offer).
- Stationary Engineer September 7, 2018; 11 interviewed, 1 hired.
- Campus Security Assistant February 4, 2019; Interviewed 5, no offers made.
- Campus Security Assistant October 19, 2018; Interviewed 5, 1 hired.
- Campus Security Assistant March 26, 2019; Interviewed 8, 3 hired.
- CUNY Office Assistant April 15, 2019; Interviewed 9, 2 hired.
- CUNY Office Assistant August 22, 2018; Interviewed 3, 2 hired

Compensation

The University manages pay plans according to title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, Classified Civil Service Plans for Managerial Personnel and Non-Managerial Staff, and Prevailing Wage schedules for Skilled Trades.

Pay plan flexibility can be limited by bargaining unit contract, Civil Service regulations, Prevailing Wage determinations, and/or University policy.

We review overall practices such as:

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

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

During the 2018-2019 Reporting year, the Chief Diversity Officer and the Human Resources Director discussed compensation best practices and areas of risk with members of the President's Cabinet on September 27th, 2018.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment, evaluates how the College has, or has not, achieved its goals, and details activities aimed at achieving the coming year's goals.

Part Three contains:

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

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

Over the prior plan year, the College undertook the following programs to support Affirmative Action and create a climate of inclusion.

Exhibit: Summary of Campus Programs, 2018-2019

The Hostos Community participated in many activities in support of diversity and inclusion throughout the 2018-2019 Academic Year. These programs demonstrated the need to continue a sustained dialogue exploring functional definitions of diversity, plurality and inclusiveness on the Hostos campus and in the Hostos classroom.

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

Celebrating Diversity and Inclusion

Hostos welcomed back ten Hostos students-actors who performed the play, “Gender of Attraction” at the prestigious Edinburgh Festival Fringe in Scotland. This event also featured a special acknowledgement of the director of the Repertory Company, Professor Ángel Morales, and faculty member, Rafael Mejía, and additionally, a debriefing of the students of their experience with this performance

In Recognition of 2018 Latinx Heritage Month in September, the Latin American & Caribbean Studies Unit in the Humanities Department presented: *The Presence of Latinx Heritage within Hispanic Serving Institutions – A Roundtable*. Part of a series of faculty-created and led discussions on issues relevant to Latinx communities and their education, from faculty and student perspectives, across the nation, with a particular focus on the Bronx. This event was organized by Professors Inmaculada Lara Bonilla and Victor Torres-Velez, and moderated by Prof. Nunez-Rodriguez.

Among the roundtable discussion sessions: *Before HSIs: Early Struggles to Save Hostos, “the only bilingual college of the East Coast”*, Prof. Inmaculada Lara-Bonilla, Hostos Community College, and *Teaching Latinx and Caribbean Studies from the Heart: LAC at Hostos*, Prof. Victor M. Torres-Velez, Hostos Community College.

The Student Government Association (SGA) and the International Student Assembly (ISA) sponsored an event featuring dance and musical performances by three artists from Nepal and Asian food consisting of dumplings, bread, rice and yomari.

In celebration of LGBTQ history and culture, Hostos commemorated the 50th anniversary of the Stonewall Riots with, *A Moment of Reflection, Affirmation, and Perseverance* in March. Through this commemorative series of events, Hostos worked toward: Improving the institution's support of our LGBTQ students, faculty and staff members by strengthening the bonds and creating a better understanding of current issues; offering a time of reflection on the Stonewall Riots; and creating opportunities for sustained dialogues in "Togetherness, Inclusion and Respect for All." Among the LGBTQ + Stonewall calendar events included:

- *THE QUILT PROJECT: STONEWALL 50* – the College was part of the CUNY Quilt Project where members of the community were invited to spend time crafting their piece while talking about and reflecting on the LGBTQI history at Hostos. This community-building moment served as a platform to look back on our institution's 50 year-journey and was attended by Students, faculty and staff.
- *"A Cross-Generational Conversation about Sexuality, Age, Race, and Gender"*- A conversation between gay men from different generations illuminating a journey of struggle, love, endurance, and hope, as well as the need for dialogue among all LGBTQ generations.
- *Classroom Management for All-A conversation about CUNY LGBTQ policies and guidelines based on case scenarios*, A Panel with Hostos LGBTQ faculty, students and staff voices on *what does it mean to be part of "the few" on campus?*

Celebrating Hispanic Heritage Month & Hostos 50th Anniversary – In 2018, Hostos honored distinguished Latino leaders and student scholars in commemoration of Hispanic Heritage Month. Among the honorees were the Honorable Luis M. Diaz, Bronx County Clerk, Bronx, New York, Wendy Garcia, Chief Diversity Officer, Office of NYC Comptroller Scott M. Stringer, along with the Consul Generals of the Republic of Columbia, the Republic of Honduras and of Ecuador.

Women in Science – Navigating Career Challenges – This event, hosted by the College's Natural Sciences Department presented *Science Day 2018-Women in Science-Navigating Career Challenges*, and highlighted the achievements and challenges faced by five faculty members of the College's Natural Sciences Department, namely, Profs. Kathleen Delgado, Soheli Chowdhury, and Carmen

Inda Garcia, as well as Drs. Suhashini Joshi and Lourdes Serrano. The wealth of information and insight provided by all these women were an inspiration and testament to the power of perseverance.

The Hostos Latin American Writers Institute (LAWI), announced that with the new year, new leadership arrived, with Inmaculada Lara-Bonilla, Ph.D., Assistant Professor and Coordinator of the Latin American & Caribbean Studies Unit, assuming the role of Director, and new Chief Editor. She succeeded Hostos Distinguished Professor and celebrated international author, Isaac Goldemberg, whose vision and dedication led to the creation of LAWI. Based at Hostos, 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. Its journal, 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.

In celebration of Black History Month, with the theme of, *Celebrating the African Diaspora: Past, Present and Beyond*, Professor Cynthia Jones, English Department, General Education Committee Chairperson, Center for Teaching and Learning (CTL) Co-Director, Honors Program Co-Director, joined with a nationwide community of readers to celebrate the richness and depth of the African American literary tradition.

The College acknowledged Women's History Month with a number of events throughout the month of March – The following is a sampling of activities, book readings, screenings, performances, etc.:

- Performance – *Intrusion: One Woman Performance*, by Qurrat Kadwani and organized by Professor Jerilyn Fisher. Award-winning performer Qurrat Kadwani portraying eight different characters, evaluates the flaws in a futuristic society where rape is supposedly eradicated. The piece worked towards helping to raise awareness about sexual violence and combat systemic oppression.
- Film Screening – *RBG*, directed by Betsy West and Julie Cohen, this film screening was organized by Professor Andrea Fabrizio. This was a screening of the recent documentary portraying the hardly known personal journey of US Supreme Court Justice Ruth Bader Ginsberg – the diminutive, quiet but highly influential warrior for women's equality.

- Reading – *Positive Representations of Gender in Early Childhood*, organized by Professor Victoria Munoz and Jacqueline DiSanto. This event was a reading of *Baby's Big World: Women who Changed the World* by author Alex Fabrizio (Columbia University), and was an opportunity for discussion of the work as well as a celebration of students' related projects.

The Health and Wellness Center

The Health and Wellness Center (HWC) along with the Student Government Association (DGA) and Hostos Staff Survivors celebrated Breast Cancer Awareness Month in October with the theme *Early Detection Early Prevention* and a host of activities including, breast cancer and early detection information, information on scheduling a mammogram for women forty years and over, as well as staff from the Lincoln Hospital Center's cancer screening and outreach program, and free giveaways and raffles.

The Center acknowledged World AIDS Day on December 5th, with information on HIV/SIDA prevention. There were screenings and testing provided regarding STIs and HIV. The Health and Wellness Center presented this event in partnership with Community Health Organization and local Hospitals.

Hostos' HWC highlighted the fact that April is Sexual Assault Awareness Month, with an awareness campaign of spreading the word throughout the campus as well as to the community at-large.

Hostos, in its continuance of offering Domestic Violence Workshops and Roundtables with the goal of fostering a safe environment where faculty, staff, and students feel supported, can learn about additional resources and educate themselves. In October, the Bronx Domestic Violence Roundtable presented its 3rd Annual Symposium for Domestic Violence Awareness Month: *Rising Above the Wall: A Bronx Domestic Violence Roundtable Immigration Symposium*.

Hostos Center for the Arts & Culture

The Hostos Center for Arts and Culture at Hostos has distinguished itself as the College's centerpiece for promoting diversity and celebrating cultural traditions. The Center achieves this by showcasing the cultural traditions of the communities that the College serves, by presenting premiere festivals and concert series, live music concerts, art and photography exhibits, dance concerts, film presentations, and lectures.

The Center itself consists of a museum-grade art gallery, a 367-seat theater, and a 907-seat concert hall which produces and presents dance, painting, sculpture, drama and literary arts, from folk traditions to emerging artists.

A typical season includes a visual arts exhibition; periodic festivals featuring different cultural traditions; the Hostos Repertory Company; and an individual artists' program consisting of commissions and residencies.

The following is a sampling of events/performances held during the 2018 – 2019 season:

- A celebration of the Latin Ballet of Virginia performing NuYoRican-based on the true stories of Puerto Rican migrants to the United States and their triumph as they faced discrimination, assimilation, and political stigma upon their arrival after WWII.
 - As part of the CUNY Dance Initiative – Carlos Dos Santos, Jr., a native of Brazil, dance and choreographer whose credits include works for the Alvin Ailey American Dance Center, American Dance Festival and DanceBrazil. He presented new works that welcomed and celebrated diversity in New York.
1. The Center proudly hosted the National Puerto Rican Artisans Fair and Book Expo, presented by Comite Noviembre, the annual day-long cultural event which featured nearly 100 artisans and authors from Puerto Rico and the US.
 2. A Celebration of Esmeralda Santiago – An evening celebrating the acclaimed Puerto Rican-born author on the occasion of the 25th Anniversary of her groundbreaking first book *When I Was Puerto Rican*.

The Center for Teaching and Learning (“CTL”)

Hostos Faculty Diversity: An ongoing effort from the CTL to embrace a Myriad of Professional Perspectives. The CTL aims to embrace the plethora of pedagogical, research and social backgrounds that our faculty body brings to the institution. This was a collaboration, which began with CLT and Prof. Nelson Nunez Rodriguez, and aims to build a series of initiatives embodying our faculty needs and expectations.

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

The CTL continued with its *Hostos Reads*, a college-wide initiative that asks the community to bring ideas and exchange strategies for encouraging a culture of deep thinking and reading on campus, with its Spring Discussion Groups Selection featuring Alan Jacobs, Christian thinker, cultural critic, and academic, and his book, *How to Think: A Survival Guide for a World at Odds*. Faculty, staff, and students were encouraged to read the book and join in campus-wide discussions throughout the year to discuss what it means to think deeply and why it matters in this age of distraction, easy answers, and “alternative facts.”

The 3rd Annual Hostos Teaching Day spearheaded by CTL, an annual event, this year it emphasized teaching and learning with impact; and in particular, Service Learning/ Civic Engagement, SPA Day, Teaching Day, and Touchstone.

The 10th Annual CTL Professional Development Day (a.k.a. CTL Spa Day, was a great opportunity for sharing and learning in an inviting and collegiate setting. The professional development day included fun activities and plenty of networking.

IMPLEMENTATION OF 2019-2020 PROGRAMS

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

Planned Campus Programs for the upcoming Program Year (September 1, 2019–August 31, 2020) include:

In November, the College will present the Program: “La Habana at 500: A New York Salute to a Timeless City”

– A week-long series that will explore the arc and trajectory of La Habana’s fascinating story, identifying and exploring points where Cuban and United States history intersect. Four major themes:

- The founding and early history of La Habana
- The rise of Cuban nationalism and the relationship between La Habana and New York City
- The efforts to restore La Habana and establish a trajectory for future development
- The role of New York City, especially the Bronx, as an incubator of Cuban music

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

The Center, through its vast cultural programming and events, will again continue to promote diversity and inclusion via its programming of concerts, dance, artisan fairs, drama and literary arts, and its recognition and celebration of emerging artists. A sampling of the upcoming programs planned for The Center include the following:

- *NY Latin American Art Triennial 2019 Edition: The triennial explores the “Progressive Transition”*. The action and effect of moving from one state to another. Artists whose work is exhibited at Longwood span the world – from Puerto Rico to Argentina to Italy.
- *Havana Jam*, this concert event is an all-star salute to honor the 500th anniversary of the founding of Havana and its musical heritage. The band is led by Yuniory Terry & Son de Altura, and features vocalist David Oquendo.
- *Salute to Richie Bonilla* The Center’s special opening concert of the season is a salute to Richie Bonilla, and his six decades of promoting Latin artists world-wide. A selection of artists that benefited from Mr. Bonilla’s guidance will pay tribute to this gentle giant of the Latin music industry.
- Choreographer Sidra Bell will present an evening of repertory, with a distinctive, hyperkinetic movement and dramatic aesthetic hone in on the human psyche and questions of identity. The performance will showcase the artistry of a critically acclaimed choreography and her exploration of the human psyche and questions of identity.
- The Hostos Repertory Company to present *“The Shout”*, by Mark Rigney and directed by Geoff Grimwood. This is a performance piece of two college friends who camp outside a disgraced policeman’s house for a round-the-clock protest. Armed with an idealistic resolve and healthy stash of Peanut M&M’s, they’re prepared for anything...except the friendly demeanor of the cop tasked with keeping the peace.
- The Center will again be hosting the National Puerto Rican Artisans Fair and Book Expo, presented by Comite Noviembre, which is an annual day-long cultural event featuring artisans and authors from Puerto Rico and the US.

- The Center will host the *28th Annual Kwanzaa Celebration*, a cultural event for the entire family which will feature dance from the Fritization Experience Network, led by Stomp veteran Fritzlyn Hector, which, is influenced by jazz, hip-hop and traditional dances from Africa and the Caribbean.

Office of Academic Affairs (OAA):

The Latin American Writers Institute (LAWI) and WGS Film Festival will host a film viewing and discussion with filmmaker Arisleyda Dilone to foster a conversation on constructions of sex and gender.

The CTL:

The Hostos Reads will continue, with the overarching goal of promoting a culture of reading, discussion, and community building through the engagement of a common reading. This year's selection is *The Hate You Give* by Angie Thomas.

The goals this project plans to achieve include:

- Community Building
- Highlight campus and University resources/student talents
- Cross-Institutional and Multidisciplinary Connection
- Shared Intellectual Experience
- Promote and enhance: Critical Thinking, Self-Awareness, Diversity and Global Issues, Cultural competence, Teaching & Learning.

Day Zero: Setting the Stage for Success, will once again, be a day of conversations about engagement, collaboration, well-being, and community building. Day Zero professional activities and professional development days. The day will set the stage for a successful semester via discussion panels and impactful sessions about practical tips and best practices. The Sessions will include:

Hostos Reads Conversation Group which will discuss *The Hate u Give*, focusing on the compelling themes of the book including: father-daughter relationships, coming of age, violence and police brutality, racism and social stratification, music and love.

The Chief Diversity Officer will present on creating an inclusive classroom and will lead a conversation around the CUNY Policy of Equal Opportunity and Non-Discrimination and ways in which the Policy protects students, staff, faculty and guests. We will also discuss examples of different types of discrimination and how instructors can respectfully respond to diversity – with regard to gender and sexual identity – as examples.

ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

Hostos Faculty Diversity: An ongoing effort from the CTL to embrace a Myriad of Professional Perspectives. The CTL aims to embrace the plethora of pedagogical, research and social backgrounds that our faculty body brings to the institution.

The CTL will continue to offer the New Faculty Members Yearlong Orientation Program. This year-long series of events offers new faculty to get together with the goal of fostering an understanding of the college mission and culture as well as providing an understanding of, and development of, Hostos faculty identity.

Last year, The CTL collaborated with the Hostos Diversity Fellow, Professor Nelson Nunez Rodriguez, and the OAA to present a Professional Development Day – and that effort of collaboration continues. The CTL together with OAA will continue to offer conversations on creating teachable moments revolving around visible and invisible diversity in the classrooms by developing workshops which build off prior dialogues.

Hostos, in its continuance of offering Domestic Violence Workshops and Roundtables with the goal of fostering a safe environment where faculty, staff, and students feel supported, can learn about additional resources and educate themselves. In October, the Bronx Domestic Violence Roundtable presented its 3rd Annual Symposium for Domestic Violence Awareness Month: *Rising Above the Wall: A Bronx Domestic Violence Roundtable Immigration Symposium*.

The Senior Leadership Committee also has a sub-committee working on Cultural Competency and ways to get the community involved in the dialogue of diversity on the College campus and beyond.

The Veterans and Reservist Club holds weekly meeting in their club office which allows members to voice their comments and concerns in a welcoming and supportive environment.

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

- Sends job postings to State Workforce Agencies and Veterans' career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations

- Publishes guides and training materials on effective recruiting and selection
- Publishes an annual notice of non-discrimination in the New York Times newspaper
- Provides training and ongoing updates to Chief Diversity Officers.

During the Reporting year, the University implemented a University-wide on-line training program for faculty and staff on sexual harassment prevention. The College is in the process of assuring that all employees benefit from this training.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
- A job application process where candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, and disability status; data is kept confidentially and used to analyze the composition of applicant pools
- For many positions, a committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.
- The HR Specialist attended a job fair in February 2019 at Borough of Manhattan Community College (BMCC) and one at Hostos Community College in April 2019.
- The Chief Diversity Officer/Title IX Coordinator continues to provide EEO, Non Discrimination and Sexual Harassment training for staff, new employees and athletic coaches.

INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer posts and distributes notices of policies, changes in regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection.

He/she also integrates compliance information into training programs for faculty, students, and staff.

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

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

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

The University reports statistics and diversity metrics to the University community and the CUNY Board of Trustees.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

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

The sections of Part Four, as mandated by regulation, are:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

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

REVIEW OF PERSONNEL PROCESSES

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

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

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify upon each application through CUNY's online applicant tracking system. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information. The College last conducted a self-identification campaign in 2018 and plans to have the next comprehensive campaign in 2020.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

We wish to ensure that physical and mental qualifications and requirements 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 will review the requirements of a given position when there is a change in working conditions or requirements. As new job qualifications are established, the College reviews them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans (unless they reflect essential functions of these particular jobs).

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

REASONABLE ACCOMMODATIONS

The College provides reasonable accommodations to Individuals with Disabilities and Disabled Veterans in order to apply for a position or perform the duties of their jobs. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests for accommodation (by applicants, employees, contractors, visitors, and others).

In addition to providing classroom and campus accommodations, members of the College community have the opportunity to use all the computer labs around campus and be trained in the use of our assistive technologies. During the 2018-19 academic year the College installed software throughout the campus in order

to enable all students to gain knowledge, skills, and enthusiasm for learning by removing barriers and providing access all over campus.

In addition during the 2018-19 academic year, the College was given funding to purchase a 3D printer. This new printer allowed for academic adjustments by giving us the capability to customize curriculum based on specific needs. It also helped the College take advantage of the potential of 3D printing and created some amazing gadgets that have made a significant difference for an individual with a disability. One example was the creation of handles for individuals adjust accessible desks.

The College contact for accommodation requests is:

Name: Christine Dias-Singh

Title: HR Labor Relations Manager

Phone: (718) 518-6654

Email: cdias-singh@hostos.cuny.edu

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

[CUNY Procedures for Implementing Reasonable Accommodations](#)

Information for applicants for employment is provided on the Employment Page of the CUNY Website and in the Reasonable Accommodation of the College's website. The text of the statement is as follows:

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

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

In the last year:

- While recognizing that many requests are resolved through an information process, the College responded to 22 requests for employee accommodations, for which the process was successfully concluded 22 times and appealed 0 times. At this time there are no outstanding appeals.

- The College did not receive any requests for reasonable accommodations from job applicants.
- Mirrors were placed in the following locations in the College’s hallways in order to assist individuals in wheelchairs when navigating the hallways: “C” Building / 5th Floor (ceiling – corner between C-595 & C-598); “B” Building / 5th Floor (ceiling – corner between C-530 & C-531); “B” Building / 4th Floor (ceiling – corner between B 442 & B-443); “B” Building to “C” Building / 4th Floor near wheelchair lift (ceiling)
- Additionally, the College addressed the wheelchair lift between the “B” and “C” Building which was an issue of concern. In order to speed up the time it takes for individuals using the lift, keys were made and distributed and Public Safety in collaboration with the Accessibility Resource Center (“ARC”) provided training.

HARASSMENT PREVENTION PROCEDURES

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

EXTERNAL DISSEMINATION OF POLICY

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

The University also posts its Non-Discrimination Policy on its employment website [Equal Opportunity and Non-Discrimination Policy](#) and announces the policy annually in the New York Times newspaper.

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

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

OUTREACH AND POSITIVE RECRUITING

Summary of 2018-2019 Outreach Efforts

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

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

VETERANS:

Usmilitarypipeline.com <https://usmilitarypipeline.com/>

ArmedServicesJobs.com <http://www.armedservicesjobs.com>

MilitaryGigs.com <http://www.militarygigs.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/>

US Military Pipeline <https://usmilitarypipeline.com/>

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/>

Workforce Recruitment Program <http://wrp.jobs>

- On November 9th, 2018, President Gómez, acknowledged the veterans who are part of the Hostos family and asked that we work to create a world in which peace and justice – not war – shape our shared destiny. His message to Veterans was, “We salute you! And we remember.”

- On Nov. 11, 2018, the College once again participated in the Annual Veterans Day Parade.
- The College hosted the Women’s Resilience Conference, presented by the Center for Bronx Nonprofits (CBNP), which was an all-day conference featuring a keynote address by NYC Department of Veterans’ Services, Commissioner Loree Sutton, MD (Brigadier General – Ret.). This served to allow participants the opportunity to share their thoughts of the resilience of women, moreover, to share the experiences of women embracing their place as leaders in their communities.

Planned Outreach for 2019-2020

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

The Office of Veterans Affairs together with ARC will be hosting a Veterans Day Luncheon on November 7th, 2019. Guest Speakers from the New York – Presbyterian Military Family Wellness Center, James J. Peters VA Medical Center and the Veterans Advisory Board will be present.

In addition, ongoing efforts include:

- Disseminating information concerning employment opportunities to media that reach Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the federal VETS-4212 report annually
- As defined by New York State statute, 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 defined by New York State statute, assisting qualified Individuals with Disabilities to apply for, and be appointed to classified competitive Civil Service titles without an examination.

INTERNAL DISSEMINATION OF POLICY

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

- Included policies in manuals and other in-house publications
- Met with senior staff and supervisors to explain the intent of the policy and individual responsibilities
- Scheduled training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications
- Posted *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)
- Featured persons who are Individuals with Disabilities in handbooks or similar publications
- ARC provides training to staff and faculty throughout the year

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

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

504/ADA Coordinator

The President assigned the duties of the 504/ADA Coordinator to Lauren Gretina, Esq. Responsibilities include:

- Monitoring the college for 504/ADA compliance
- Resolving issues before they become potential grievances
- Considering appeals and disputed accommodation decisions
- Maintaining information on accommodations requested
- Ensuring pertinent records are stored securely and confidentiality is maintained
- Providing 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 divisions, departments, and programs, including programs for Individuals with Disabilities.

Committee members from the 2018-19 Reporting Year (June 1, 2018–May 31, 2019) were:

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

College Officials

College officials assume certain responsibilities to assure compliance with regulations, including working with the Office of Human Resources to fund, identify and implement accommodations and other improvements to promote accessibility on campus.

University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management, including university-wide and college-specific data. The University posts these reports online at: [Statistics and Reports](#)

TRAINING

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

The Chief Diversity Officer attended the State University of New York ("SUNY") Spectrum Conference in Albany, *Preventing and Responding to Violence against LGBTQI+* July 9-10th. The Spectrum Conference focused on collectively moving in the right direction to improve the educational and work experiences for members of the LGBTQ+ community.

Staff members from the College once again attended the *National Conference on Race and Ethnicity in American Higher Education* (NCORE) in Portland Oregon on May 28th. NCORE focuses on the complex task of creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus and to expand opportunities for educational access and success by culturally diverse, traditionally underrepresented populations.

The Chief Diversity and Title IX Coordinator together, with the Labor Designee, Director of Public Safety and Dean of students attended a Title IX Table Top Training at Guttman Community College. During this training, the College's Title IX Coordinator presented on best practices and experiences for responding to sexual misconduct complaint and advice and suggestions in devising ways to make campus practices more responsive.

The Title IX Coordinator together with the Bronx District Attorney's College Campus Sexual Assault Coordinator provided Sexual Harassment training to staff and students. The Title IX Coordinator also presented during *Denim Day*, an event in honor of Sexual Assault Awareness month.

AUDIT AND REPORTING SYSTEM

The 504/ADA Coordinator oversees College audit and reporting systems in support of Individuals with Disabilities, evaluating how the College is meeting its objectives,

identifying barriers to access, and identifying the need for remedial action.

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process. The CDO also monitors recruitment activities and discrimination claims related to status as a Veteran or Individual with a Disability.

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

BENCHMARK COMPARISONS

Staffing

Appendix H details the utilization of Individuals with Disabilities by job group. The number of Individuals with Disabilities, and the percent of total staff, is listed. This should be compared with the (federal) suggested guideline of 7.0%. While there is a requirement to report staffing, there is no requirement to calculate underutilization or set placement goals.

There is no guideline for utilization of Veterans.

Hiring Rate

The Exhibit on the next page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with the previous two plans years. This is presented in the format prescribed by the Department of Labor.

In March 2019, the federal benchmark Hiring Rate for Veterans was set at 5.9%.

There is no hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Benchmark

The benchmark Hiring Rate is established annually by the U.S. Department of Labor and was 5.9% as of March, 2019.

| Factor | 2018-2019 | 2017-2018 | 2016-2017 |
|---|-------------|-------------|-------------|
| Benchmark | 5.9% | 6.4% | 6.7% |
| A. Number of applicants who self-identified as Veterans before an offer of employment is made | 54 | 100 | 74 |
| B. Total number of job openings | 78 | 112 | 133 |
| C. Total number of jobs filled | 98 | 146 | 130 |
| D. Total number of applicants for all jobs | 2970 | 6892 | 5984 |
| E. Number of Veteran applicants hired | 1 | 2 | 1 |
| F. Total number of applicants hired | 98 | 87 | 71 |
| Hiring Rate (E divided by F) | 1.0% | 2.3% | 1.4% |
| Was Benchmark Met? (Yes/No) | NO | NO | NO |

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

| Factor | 2018-2019 | 2017 – 2018 | 2016 - 2017 |
|--|-------------|-------------|-------------|
| A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made | 104 | 263 | 166 |
| B. Total number of job openings | 78 | 112 | 133 |
| C. Total number of jobs filled | 98 | 146 | 130 |
| D. Total number of applicants for all jobs | 2970 | 6892 | 5984 |
| E. Number of Individuals with Disabilities hired | 2 | 2 | 3 |
| F. Total number of applicants hired | 98 | 87 | 71 |
| Hiring Rate (E Divided by F) | 2.0% | 2.3% | 4.2% |

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

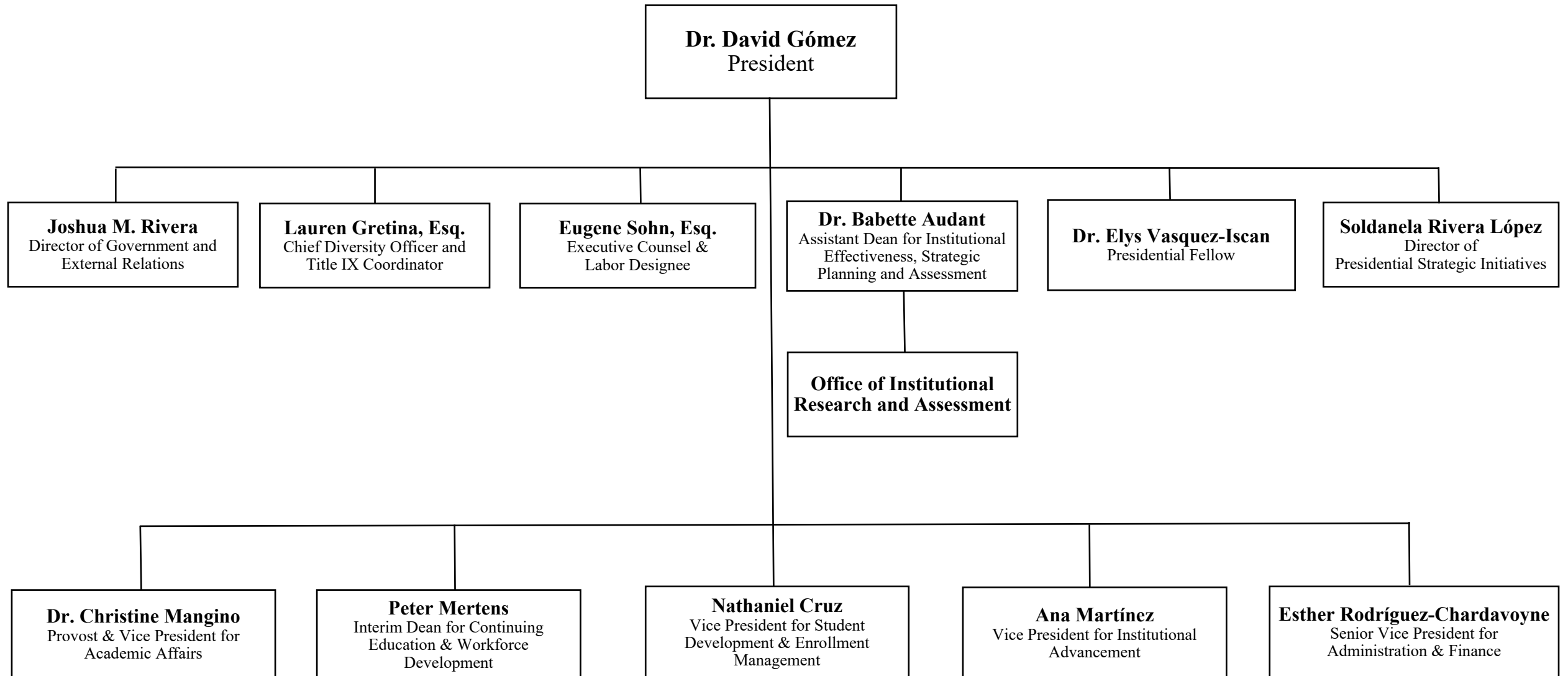
Hostos CC

This Appendix provides a high-level organization chart.

HOSTOS COMMUNITY COLLEGE

EXECUTIVE ORGANIZATIONAL CHART

SEPTEMBER 2019



CURRENT

APPENDIX B - REAFFIRMATION LETTER

Hostos CC

This Appendix contains information on reaffirmation(s) distributed this past Plan Year.

To: Campus Community

From: 
David Gómez, Ed.D.
President

Date: September 10, 2018

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

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

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

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

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer, Lauren Gretina, Esq., who will also serve as the 504/ADA Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Compliance and Diversity is located in Room A-336 at 475 Grand Concourse, Bronx, New York 10451, and the telephone number is (718) 518-4303. Additionally, any individual who believes they have experienced employment discrimination should immediately contact Ms. Gretina at (718) 518-4284.

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

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Hostos CC

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

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

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

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

Full Time Employee Count (excludes Chief Executive): 633

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 16

Executive Compensation Plan (Other Than Chief Executive)

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

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|-------------|
|------------|--------|-------------|

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

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

Administration 2 (Manager)

Employee Count: 68

Manager-Level Administrators

Labor Market Availability Factors

| LMA Factor | Weight | Explanation |
|------------|--------|-------------|
|------------|--------|-------------|

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

| Title(s) | Employee(s) |
|--------------|-------------|
| HE Associate | 37 |
| HE Officer | 31 |

Category: Executive/Administrative/Managerial

Facility Manager

Employee Count: 2

Facility Superintendents (Managerial)

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------|-------------|
|----------|-------------|

| | |
|--------------------------------|---|
| Admin Supt Builds Grds | 1 |
| Chief Admin Supt - Competitive | 1 |

IT Computer Manager

Employee Count: 2

Information Technology Managers (Managerial)

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------|-------------|
|----------|-------------|

| | |
|-------------------------|---|
| IT Computer Systems Mgr | 2 |
|-------------------------|---|

Security Manager

Employee Count: 3

Campus Security Managers (Managerial)

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------|-------------|
|----------|-------------|

| | |
|--------------------------|---|
| Campus Security Asst Dir | 2 |
| Campus Security Dir | 1 |

Category: Professional Faculty

Faculty-Developmental

Employee Count: 22

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-----------------------|-------------|
| CLIP Instructor | 11 |
| CUNY Start Instructor | 11 |

Faculty-Instructor

Employee Count: 3

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

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|------------|-------------|
| Instructor | 3 |

Faculty-Lecturer

Employee Count: 32

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

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-------------------|-------------|
| Lecturer | 30 |
| Lecturer Doct Sch | 2 |

Category: Professional Faculty

Faculty-Librarian

Employee Count: 10

CUNY Librarians with faculty appointments

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------|-------------|
| Assc Professor | 3 |
| Asst Professor | 6 |
| Professor | 1 |

Faculty-Professorial

Employee Count: 140

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

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------|-------------|
| Assc Professor | 30 |
| Asst Professor | 78 |
| Professor | 32 |

Category: Professional Non-Faculty

Accountant

Employee Count: 2

Accountants (Professionals)

Labor Market Availability Factors

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

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

Administration 3 (Professional)

Employee Count: 129

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------|-------------|
| Asst to HEO | 43 |
| HE Assistant | 86 |

IT Computer Professional

Employee Count: 16

Information Technology Professionals

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------|-------------|
| IT Associate | 1 |

Category: Professional Non-Faculty

| | |
|-------------------------|----|
| IT Asst | 10 |
| IT Bus Data Rep Analyst | 1 |
| IT Sr Associate | 4 |

Nurse

Employee Count: 1

Nurses

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------|-------------|
| Nurse | 1 |

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 3

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-------------------------|-------------|
| Finance Accountant Asst | 3 |

Administrative Assistant

Employee Count: 8

Administrative Support Staff-Senior Level

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-----------------|-------------|
| CUNY Admin Asst | 8 |

Mail Services Worker

Employee Count: 3

Mail Services Workers

Labor Market Availability Factors

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

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

Category: Administrative Support Workers

Office Assistant

Employee Count: 48

Administrative Support Staff-Entry Level

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-----------------------|-------------|
| CUNY Office Assistant | 48 |

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 13

College Laboratory Technicians (abbreviated as "CLT")

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|---------------------|-------------|
| College Lab Tech | 9 |
| Sr College Lab Tech | 4 |

IT Support Technician

Employee Count: 5

IT Technical Support Workers

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-----------------|-------------|
| IT Support Asst | 5 |

Print Shop

Employee Count: 2

Print Shop and Related Tech Workers

Labor Market Availability Factors

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

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

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 8

Buildings and Grounds Workers

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|--------------------|-------------|
| Maintenance Worker | 8 |

Laborers and Helpers

Employee Count: 6

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

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

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

Category: Craft Workers

Skilled Trades

Employee Count: 13

Skilled Tradespeople

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------------|-------------|
| Carpenter | 1 |
| Electrician | 2 |
| High Pressure Plant Tender | 1 |
| Locksmith | 1 |
| Oiler | 1 |
| Painter | 2 |
| Plumber | 1 |
| Stationary Engineer | 4 |

Skilled Trades-Supervisor

Employee Count: 2

Skilled Trades Supervisors

Labor Market Availability Factors

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

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

Category: Service Workers and Others

Campus Peace Officer

Employee Count: 20

Campus Security-Mid Level Staff

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------|-------------|
| Campus Peace Officer | 20 |

Campus Public Safety Sergeant

Employee Count: 8

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

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

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

Campus Security Assistant

Employee Count: 7

Campus Security-Entry Level Staff

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

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|----------------------|-------------|
| Campus Security Asst | 7 |

Category: Service Workers and Others

Custodial

Employee Count: 34

Custodians-Entry Level

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|---------------------|-------------|
| Custodial Assistant | 34 |

Custodial Supervisor

Employee Count: 7

Custodial Supervisors

Labor Market Availability Factors

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

| Title(s) | Employee(s) |
|-------------------------------|-------------|
| Custodial Asst Principal Supv | 1 |
| Custodial Principal Supv | 1 |
| Custodial Sr Supervisor | 1 |
| Custodial Supervisor | 4 |

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Note: In the 2018-2019 Academic Year, CUNY added the titles listed below (not all are used at the College).

| Job Code and Title Name | Job Group |
|---|------------------|
| 200537 PSch Exec Director Strategic Initiatives and Ext Rels-Pasc | ADMIN1-EXEC |
| 200539 Assistant VP Institutional Effectiveness | ADMIN1-EXEC |
| 200562 University Executive Director-University Benefits | ADMIN1-EXEC |
| 200563 PSch Sr Associate Dean Strategic Initiatives | ADMIN1-EXEC |
| 200565 PSch Chief of Staff-AstAdm | ADMIN1-EXEC |
| 200566 PSch Assistant Dean External Affairs | ADMIN1-EXEC |
| 200567 University Executive Director-University Payroll | ADMIN1-EXEC |
| 200568 University Senior University Dean | ADMIN1-EXEC |
| 200569 University Associate Vice Chancellor Legal Affairs | ADMIN1-EXEC |
| 200570 University Executive Chief Litigation Counsel-UAstAdm | ADMIN1-EXEC |
| 200571 PSch Executive Director Alumni Engagement | ADMIN1-EXEC |
| 200572 University Dean Special Programs | ADMIN1-EXEC |
| 200573 VP Campus Planning and Facilities Management | ADMIN1-EXEC |
| 200574 PSch Assistant Dean for Institutional Effectiveness | ADMIN1-EXEC |
| 200575 PSch Executive Counsel and Labor Designee | ADMIN1-EXEC |
| 200576 PSch Executive Director Bar Preparation Programs | ADMIN1-EXEC |
| 200577 Univ Executive Deputy to Vice Chancellor | ADMIN1-EXEC |
| 200578 Univ Senior Vice Chancellor InstAffair Strat Adv & Specl Cou | ADMIN1-EXEC |
| 200579 Executive Counsel (AstAdm) | ADMIN1-EXEC |
| 200580 Univ Executive Director Recruitment and Diversity | ADMIN1-EXEC |
| 200581 Univ Vice Chancellor Communications and Marketing | ADMIN1-EXEC |
| 200582 University Assistant Vice Chancellor OHRM | ADMIN1-EXEC |
| 200583 University Associate Vice Chancellor & Chief of Staff | ADMIN1-EXEC |
| 200584 PSch Assistant Dean | ADMIN1-EXEC |
| 200585 Univ Senior Director IT Business -UAscAdm | ADMIN1-EXEC |
| 200586 University Executive Director Tax Policy | ADMIN1-EXEC |
| 500286 Television Media Engineering and Operations Technician 1 | BDCAST-TECH |
| 500288 Television Media Engineering and Operations Technician 2 | BDCAST-TECH |
| 500292 Television Media Production Specialist 1 | BDCAST-TECH |
| 500294 Television Media Production Specialist 2 | BDCAST-TECH |
| 500296 Television Media Production Specialist 3 | BDCAST-TECH |
| 500298 Television Media Design Specialist 1 | BDCAST-TECH |
| 500300 Television Media Design Specialist 2 | BDCAST-TECH |

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Hostos CC

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

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

Total Faculty: 207

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences AND Physical Sciences

Faculty Count: 22

| Department ID | Department Name | Number of Faculty |
|---------------|------------------|-------------------|
| 10033 | Natural Sciences | 22 |

Business, Management, Marketing, Support Services

Faculty Count: 10

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10042 | Business | 10 |

Education

Faculty Count: 24

| Department ID | Department Name | Number of Faculty |
|---------------|----------------------|-------------------|
| 10084 | Education | 11 |
| 10176 | Language & Cognition | 13 |

Education - Developmental

Faculty Count: 23

| Department ID | Department Name | Number of Faculty |
|---------------|-------------------|-------------------|
| 65068 | CLIP | 22 |
| 75022 | Counseling Center | 1 |

English Language and Literature/Letters

Faculty Count: 29

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10102 | English | 29 |

Health Professions and Related Programs

Faculty Count: 25

| Department ID | Department Name | Number of Faculty |
|---------------|------------------------|-------------------|
| 10310 | Allied Health Sciences | 25 |

Liberal Arts and Sciences, General Studies & Humanities

Faculty Count: 22

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10115 | Humanities | 22 |

Library (Librarians/Non-Teaching)

Faculty Count: 10

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 70054 | Library | 10 |

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Mathematics and Statistics

Faculty Count: 22

| Department ID | Department Name | Number of Faculty |
|---------------|-----------------|-------------------|
| 10195 | Mathematics | 22 |

Social Sciences

Faculty Count: 20

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

APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

Hostos CC

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

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

Full-Time Employee Count: 13

College Lab Tech-Blended Science Engineering Technical

Employees: 9

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

College Lab Tech-Other

Employees: 4

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

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

Hostos CC

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

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

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

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

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

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

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 16

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 | 10 | 12 | 2 | 1 | 9 |
| Underutilized (Y = Yes) | | | | Y | |
| Number Underutilized | | | | 0 | |
| Actual Utilization Percent | 62.5% | 75.0% | 12.5% | 6.3% | 56.3% |
| Labor Market Avail. Percent | 44.2% | 27.7% | 9.8% | 8.8% | 7.9% |

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

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)
Description: Manager-Level Administrators
Full-time Employees: 68

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 | 39 | 51 | 3 | 9 | 38 |
| Underutilized (Y = Yes) | | | Y | Y | |
| Number Underutilized | | | 4 | 4 | |
| Actual Utilization Percent | 57.4% | 75.0% | 4.4% | 13.2% | 55.9% |
| Labor Market Avail. Percent | 57.4% | 48.1% | 11.0% | 19.6% | 15.7% |

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

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 129

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 | 101 | 116 | 6 | 33 | 74 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 10 | | |
| Actual Utilization Percent | 78.3% | 89.9% | 4.7% | 25.6% | 57.4% |
| Labor Market Avail. Percent | 69.0% | 43.4% | 12.3% | 16.7% | 12.5% |

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

Category: Professional Non-Faculty

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

Employees in this group hold the following titles:

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

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

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

Category: Administrative Support Workers

Job Group: Administrative Assistant
Description: Administrative Support Staff-Senior Level
Full-time Employees: 8

Employees in this group hold the following titles:

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

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

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

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 48

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 | 43 | 47 | 3 | 13 | 30 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 89.6% | 97.9% | 6.3% | 27.1% | 62.5% |
| Labor Market Avail. Percent | 87.9% | 40.0% | 7.8% | 14.3% | 16.2% |

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

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-time Employees: 8

Employees in this group hold the following titles:

| Title ID | Title Name |
|----------|--------------------|
| 90698 | Maintenance Worker |

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

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

Category: Craft Workers

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

Employees in this group hold the following titles:

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

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

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

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-time Employees: 13

Employees in this group hold the following titles:

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

| Utilization Report | | | | | |
|------------------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 0 | 4 | 0 | 1 | 3 |
| Underutilized (Y = Yes) | Y | Y | Y | Y | |
| Number Underutilized | 0 | 2 | 1 | 1 | |
| Actual Utilization Percent | 0.0% | 30.8% | 0.0% | 7.7% | 23.1% |
| Labor Market Avail. Percent | 2.2% | 45.1% | 4.3% | 13.1% | 25.6% |

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

Category: Technicians

Job Group: IT Support Technician
Description: IT Technical Support Workers
Full-time Employees: 5

Employees in this group hold the following titles:

Title ID **Title Name**
 04865 IT Support Asst

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

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

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 8

Employees in this group hold the following titles:

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

| Utilization Report | | | | | |
|-----------------------------|--------|----------------|---------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 1 | 8 | 1 | 3 | 4 |
| Underutilized (Y = Yes) | Y | | | Y | |
| Number Underutilized | 1 | | | 1 | |
| Actual Utilization Percent | 12.5% | 100.0% | 12.5% | 37.5% | 50.0% |
| Labor Market Avail. Percent | 21.9% | 88.1% | 4.9% | 53.8% | 27.4% |

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

Category: Service Workers and Others

Job Group: Campus Peace Officer
Description: Campus Security-Mid Level Staff
Full-time Employees: 20

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 | 7 | 19 | 1 | 8 | 10 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 1 | | |
| Actual Utilization Percent | 35.0% | 95.0% | 5.0% | 40.0% | 50.0% |
| Labor Market Avail. Percent | 18.6% | 53.8% | 7.7% | 24.1% | 20.2% |

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

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 7

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 | 7 | 1 | 4 | 2 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 57.1% | 100.0% | 14.3% | 57.1% | 28.6% |
| Labor Market Avail. Percent | 19.8% | 71.2% | 6.9% | 41.4% | 20.4% |

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

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 7

Employees in this group hold the following titles:

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

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

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

Category: Service Workers and Others

Job Group: Custodial
Description: Custodians-Entry Level
Full-time Employees: 34

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 | 10 | 33 | 0 | 14 | 19 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 2 | | |
| Actual Utilization Percent | 29.4% | 97.1% | 0.0% | 41.2% | 55.9% |
| Labor Market Avail. Percent | 26.9% | 68.0% | 5.1% | 19.8% | 41.5% |

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

Hostos CC

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

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

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

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

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

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 9

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

Department ID Department Name

| | |
|-------|------------------------|
| 10310 | Allied Health Sciences |
| 70054 | Library |
| 10033 | Natural Sciences |

| | Utilization Report | | | | |
|------------------------------------|--------------------|----------------|-------------------------------------|----------------------|---------------------|
| | Female | Total Minority | Asian/Nat. Haw./Oth Pac. Isl. | Black/African Am. | Hispanic/ Latino |
| Number of Employees | 5 | 8 | 0 | 1 | 6 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 2 | | |
| Actual Utilization Percent | 55.6% | 88.9% | 0.0% | 11.1% | 66.7% |
| Labor Market Avail. Percent | 27.8% | 49.3% | 22.4% | 10.6% | 14.2% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Hostos CC

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

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

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

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

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences AND Physical Sciences

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

10033 Natural Sciences

Job Group **Faculty-Professorial**

Total Faculty: 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% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Business, Management, Marketing, Support Services

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

10042 Business

Job Group Faculty-Professorial

Total Faculty: 6

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education

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

- 10084 Education
- 10176 Language & Cognition

Job Group Faculty-Professorial

Total Faculty: 18

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 13 | 9 | 0 | 3 | 6 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 1 | | |
| Actual Utilization Percent | 72.2% | 50.0% | 0.0% | 16.7% | 33.3% |
| Labor Market Avail. Percent | 69.1% | 33.2% | 3.8% | 18.8% | 8.6% |

Job Group Faculty-Lecturer

Total Faculty: 6

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education - Developmental

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

65068 CLIP
75022 Counseling Center

Job Group Faculty-Developmental

Total Faculty: 22

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 16 | 13 | 2 | 8 | 3 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 72.7% | 59.1% | 9.1% | 36.4% | 13.6% |
| Labor Market Avail. Percent | 64.5% | 30.7% | 10.7% | 9.2% | 8.9% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

English Language and Literature/Letters

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

10102 English

Job Group Faculty-Professorial

Total Faculty: 23

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 12 | 4 | 1 | 0 | 3 |
| Underutilized (Y = Yes) | | | | Y | |
| Number Underutilized | | | | 1 | |
| Actual Utilization Percent | 52.2% | 17.4% | 4.3% | 0.0% | 13.0% |
| Labor Market Avail. Percent | 63.4% | 14.6% | 3.6% | 4.2% | 4.8% |

Job Group Faculty-Lecturer

Total Faculty: 6

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 2 | 2 | 0 | 2 | 0 |
| Underutilized (Y = Yes) | Y | | Y | | Y |
| Number Underutilized | 2 | | 0 | | 1 |
| Actual Utilization Percent | 33.3% | 33.3% | 0.0% | 33.3% | 0.0% |
| Labor Market Avail. Percent | 71.6% | 33.6% | 6.4% | 9.7% | 14.2% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Health Professions and Related Programs

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

10310 Allied Health Sciences

Job Group Faculty-Professorial

Total Faculty: 25

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 16 | 17 | 5 | 5 | 6 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 64.0% | 68.0% | 20.0% | 20.0% | 24.0% |
| Labor Market Avail. Percent | 58.8% | 32.0% | 17.1% | 6.2% | 6.1% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Liberal Arts and Sciences, General Studies & Humanities

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

10115 Humanities

Job Group Faculty-Professorial

Total Faculty: 17

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 9 | 10 | 1 | 1 | 7 |
| Underutilized (Y = Yes) | | | | | |
| Number Underutilized | | | | | |
| Actual Utilization Percent | 52.9% | 58.8% | 5.9% | 5.9% | 41.2% |
| Labor Market Avail. Percent | 58.3% | 16.7% | 4.2% | 3.1% | 6.3% |

Job Group Faculty-Lecturer

Total Faculty: 5

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group **Faculty-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% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Mathematics and Statistics

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

10195 Mathematics

Job Group Faculty-Professorial

Total Faculty: 16

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

Job Group Faculty-Lecturer

Total Faculty: 6

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 1 | 6 | 0 | 1 | 5 |
| Underutilized (Y = Yes) | Y | | Y | | |
| Number Underutilized | 1 | | 1 | | |
| Actual Utilization Percent | 16.7% | 100.0% | 0.0% | 16.7% | 83.3% |
| Labor Market Avail. Percent | 41.1% | 37.2% | 17.3% | 6.3% | 10.8% |

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Social Sciences

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

10028 Behavioral & Social Sciences

Job Group Faculty-Professorial

Total Faculty: 15

| | Utilization Report | | | | |
|-----------------------------|--------------------|----------------|---------------------------------|-------------------|-----------------|
| | Female | Total Minority | Asian/Nat. Haw./Other Pac. Isl. | Black/African Am. | Hispanic/Latino |
| Number of Faculty | 8 | 8 | 0 | 4 | 4 |
| Underutilized (Y = Yes) | | | Y | | |
| Number Underutilized | | | 1 | | |
| Actual Utilization Percent | 53.3% | 53.3% | 0.0% | 26.7% | 26.7% |
| Labor Market Avail. Percent | 46.9% | 20.7% | 5.7% | 5.5% | 7.5% |

APPENDIX F-1 - SUMMARY OF PERSONNEL ACTIVITY

Hostos CC

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

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

Personnel Action Categories

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

EEO Category Summary

Executive/Administrative/Managerial

| | Net category Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | OTHER 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 | 3 | 12 | | 11 | 1 | (9) | | (9) | - | 1 | - |
| Male | 5 | 7 | 58% | 7 | - | (2) | 22% | (2) | - | 1 | - |
| Female | (2) | 5 | 42% | 4 | 1 | (7) | 78% | (7) | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Total Min | 4 | 10 | 83% | 9 | 1 | (6) | 67% | (6) | - | - | - |
| Asian | (2) | 1 | 8% | 1 | - | (3) | 33% | (3) | - | - | - |
| Black | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Hispanic | 5 | 8 | 67% | 7 | 1 | (3) | 33% | (3) | - | - | - |
| Other Minority | 1 | 1 | 8% | 1 | - | - | 0% | - | - | - | - |
| All White | (1) | 2 | 17% | 2 | - | (3) | 33% | (3) | - | 1 | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - |

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

EEO Category Summary
Professional Faculty

| | Net category Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | OTHER 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 | (1) | 21 | | 21 | - | (22) | | (22) | - | 8 | 1 |
| Male | (8) | 6 | 29% | 6 | - | (14) | 64% | (14) | - | 3 | 1 |
| Female | 7 | 15 | 71% | 15 | - | (8) | 36% | (8) | - | 5 | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Total Min | 1 | 13 | 62% | 13 | - | (12) | 55% | (12) | - | 6 | 1 |
| Asian | 2 | 3 | 14% | 3 | - | (1) | 5% | (1) | - | 1 | - |
| Black | (1) | 3 | 14% | 3 | - | (4) | 18% | (4) | - | 1 | - |
| Hispanic | (1) | 6 | 29% | 6 | - | (7) | 32% | (7) | - | 4 | 1 |
| Other Minority | 1 | 1 | 5% | 1 | - | - | 0% | - | - | - | - |
| All White | (2) | 8 | 38% | 8 | - | (10) | 45% | (10) | - | 2 | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - |

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

EEO Category Summary
Professional Non-Faculty

| | Net category Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | OTHER 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 | 2 | 22 | | 18 | 4 | (20) | | (19) | (1) | 6 | - |
| Male | (3) | 4 | 18% | 4 | - | (7) | 35% | (7) | - | 3 | - |
| Female | 5 | 18 | 82% | 14 | 4 | (13) | 65% | (12) | (1) | 3 | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Total Min | - | 18 | 82% | 14 | 4 | (18) | 90% | (17) | (1) | 6 | - |
| Asian | 2 | 2 | 9% | 2 | - | - | 0% | - | - | - | - |
| Black | 2 | 7 | 32% | 6 | 1 | (5) | 25% | (5) | - | - | - |
| Hispanic | (4) | 9 | 41% | 6 | 3 | (13) | 65% | (12) | (1) | 6 | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - |
| All White | 2 | 4 | 18% | 4 | - | (2) | 10% | (2) | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Individuals w/Disabilities | 3 | 3 | 14% | 2 | 1 | - | 0% | - | - | - | - |

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

EEO Category Summary

Administrative Support Workers

| | Net category Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | OTHER 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) | 6 | | 6 | - | (10) | | (7) | (3) | - | - |
| Male | 1 | 2 | 33% | 2 | - | (1) | 10% | (1) | - | - | - |
| Female | (5) | 4 | 67% | 4 | - | (9) | 90% | (6) | (3) | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Total Min | (4) | 6 | 100% | 6 | - | (10) | 100% | (7) | (3) | - | - |
| Asian | 1 | 1 | 17% | 1 | - | - | 0% | - | - | - | - |
| Black | - | 3 | 50% | 3 | - | (3) | 30% | (2) | (1) | - | - |
| Hispanic | (5) | 2 | 33% | 2 | - | (7) | 70% | (5) | (2) | - | - |
| Other Minority | - | - | 0% | - | - | - | 0% | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Individuals w/Disabilities | (1) | - | 0% | - | - | (1) | 10% | - | (1) | - | - |

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

EEO Category Summary

Technicians

| | Net category Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | OTHER 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 | (2) | 1 | | 1 | - | (3) | | (2) | (1) | - | - |
| Male | (1) | 1 | 100% | 1 | - | (2) | 67% | (2) | - | - | - |
| Female | (1) | - | 0% | - | - | (1) | 33% | - | (1) | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Total Min | (2) | 1 | 100% | 1 | - | (3) | 100% | (2) | (1) | - | - |
| Asian | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Black | (1) | - | 0% | - | - | (1) | 33% | (1) | - | - | - |
| Hispanic | (2) | - | 0% | - | - | (2) | 67% | (1) | (1) | - | - |
| Other Minority | 1 | 1 | 100% | 1 | - | - | 0% | - | - | - | - |
| All White | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Veterans | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Individuals w/Disabilities | (1) | - | 0% | - | - | (1) | 33% | (1) | - | - | - |

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

EEO Category Summary

Craft Workers

| | Net category Changes |
|-----------------------------------|----------------------|
| Total | (1) |
| Male | (1) |
| Female | - |
| Other/Unknown | - |
| Total Min | (2) |
| Asian | - |
| Black | (1) |
| Hispanic | - |
| Other Minority | (1) |
| All White | 1 |
| Unknown | - |
| Veterans | 1 |
| Individuals w/Disabilities | - |

| NET ADDITIONS | | Additions by Type | |
|---------------|-------------|----------------------------------|--|
| Additions # | Additions % | External Hires (CUNY or College) | Transfers or Promotions into this category |
| 1 | | 1 | - |
| 1 | 100% | 1 | - |
| - | 0% | - | - |
| - | 0% | - | - |
| - | 0% | - | - |
| - | 0% | - | - |
| - | 0% | - | - |
| - | 0% | - | - |
| 1 | 100% | 1 | - |
| - | 0% | - | - |
| 1 | 100% | 1 | - |
| - | 0% | - | - |

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

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

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

EEO Category Summary
Service Workers and Others

| | Net category Changes | NET ADDITIONS | | Additions by Type | | NET SUBTRACTIONS | | Subtractions by Type | | OTHER 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 | 2 | 18 | | 18 | - | (16) | | (16) | - | - | 2 |
| Male | - | 12 | 67% | 12 | - | (12) | 75% | (12) | - | - | 2 |
| Female | 2 | 6 | 33% | 6 | - | (4) | 25% | (4) | - | - | - |
| Other/Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Total Min | 1 | 17 | 94% | 17 | - | (16) | 100% | (16) | - | - | 2 |
| Asian | 1 | 1 | 6% | 1 | - | - | 0% | - | - | - | - |
| Black | (1) | 6 | 33% | 6 | - | (7) | 44% | (7) | - | - | 2 |
| Hispanic | 2 | 10 | 56% | 10 | - | (8) | 50% | (8) | - | - | - |
| Other Minority | (1) | - | 0% | - | - | (1) | 6% | (1) | - | - | - |
| All White | 1 | 1 | 6% | 1 | - | - | 0% | - | - | - | - |
| Unknown | - | - | 0% | - | - | - | 0% | - | - | - | - |
| Veterans | (1) | - | 0% | - | - | (1) | 6% | (1) | - | - | - |
| Individuals w/Disabilities | - | - | 0% | - | - | - | 0% | - | - | - | - |

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

APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (FACULTY / CLT)

Hostos CC

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

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

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2018 (during this past plan year).

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

APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (FACULTY / CLT)*

Allied Health Sciences

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

Behavioral & Social Sciences

| | | | | |
|----------------|---------------|---------|------|-------|
| Assc Professor | Gained Tenure | Tenured | Male | White |
|----------------|---------------|---------|------|-------|

Business

| | | | | |
|----------------|---------------|--------------------------------|--------|-------------------|
| Asst Professor | Gained Tenure | Tenured | Male | Hispanic/Latino |
| Lecturer | Gained Tenure | CCE Certificate Continuous Emp | Female | Black/African Am. |
| Lecturer | Gained Tenure | CCE Certificate Continuous Emp | Male | Hispanic/Latino |

Mathematics

| | | | | |
|----------|---------------|--------------------------------|------|-----------------|
| Lecturer | Gained Tenure | CCE Certificate Continuous Emp | Male | Hispanic/Latino |
|----------|---------------|--------------------------------|------|-----------------|

Natural Sciences

| | | | | |
|------------------|---------------|---------|--------|-------|
| College Lab Tech | Gained Tenure | Tenured | Female | White |
|------------------|---------------|---------|--------|-------|

Summary for the College

| Total Staff: | Ttl Minority | Asian | Black/AfAm | Hispanic/Latino | White | Oth/Unk |
|----------------|--------------|----------|------------|-----------------|----------|----------|
| 3 Female | 2 | 0 | 1 | 1 | 1 | 0 |
| 4 Male | 3 | 0 | 0 | 3 | 1 | 0 |
| 0 Oth/Unk | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 Total | 5 | 0 | 1 | 4 | 2 | 0 |

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APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

Hostos CC

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2018 through May 31, 2019).

Category Summary

Executive-Administrative-Managerial

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 837 | 733 | | 29 | | 12 | | 11 | |
| Male | 377 | 343 | 47% | 16 | 55% | 7 | 58% | 7 | 64% |
| Female | 357 | 296 | 40% | 12 | 41% | 4 | 33% | 3 | 27% |
| Other | 102 | 93 | 13% | 1 | 3% | 1 | 8% | 1 | 9% |
| Total Min | 514 | 445 | 61% | 22 | 76% | 10 | 83% | 9 | 82% |
| Asian | 79 | 68 | 9% | 6 | 21% | 1 | 8% | 1 | 9% |
| Black | 188 | 162 | 22% | 4 | 14% | - | 0% | - | 0% |
| Hispanic/Latino | 222 | 194 | 26% | 10 | 34% | 7 | 58% | 6 | 55% |
| Two or More | 24 | 20 | 3% | 2 | 7% | 2 | 17% | 2 | 18% |
| Races | | | | | | | | | |
| All White | 289 | 258 | 35% | 6 | 21% | 2 | 17% | 2 | 18% |
| Unknown | 34 | 30 | 4% | 1 | 3% | - | 0% | - | 0% |
| Veterans | 17 | 17 | 2% | 1 | 3% | - | 0% | - | 0% |
| Indiv. w Disabilities | 30 | 23 | 3% | 1 | 3% | - | 0% | - | 0% |

Category Summary

Professional Faculty

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 451 | 451 | | 24 | | 6 | | 6 | |
| Male | 181 | 181 | 40% | 8 | 33% | 1 | 17% | 1 | 17% |
| Female | 204 | 204 | 45% | 12 | 50% | 4 | 67% | 4 | 67% |
| Other | 64 | 64 | 14% | 3 | 13% | 1 | 17% | 1 | 17% |
| | | | | | | | | | |
| Total Min | 191 | 191 | 42% | 12 | 50% | 5 | 83% | 5 | 83% |
| | | | | | | | | | |
| Asian | 47 | 47 | 10% | 5 | 21% | 2 | 33% | 2 | 33% |
| Black | 56 | 56 | 12% | 2 | 8% | 1 | 17% | 1 | 17% |
| Hispanic/Latino | 74 | 74 | 16% | 4 | 17% | 2 | 33% | 2 | 33% |
| Two or More | 14 | 14 | 3% | 1 | 4% | - | 0% | - | 0% |
| Races | | | | | | | | | |
| All White | 240 | 240 | 53% | 11 | 46% | 1 | 17% | 1 | 17% |
| | | | | | | | | - | |
| Unknown | 20 | 20 | 4% | 1 | 4% | - | 0% | - | 0% |
| | | | | | | | | | |
| Veterans | 10 | 10 | 2% | 1 | 4% | 1 | 17% | 1 | 17% |
| Indiv. w | | | | | | | | | |
| Disabilities | 21 | 21 | 5% | - | 0% | - | 0% | - | 0% |

Category Summary

Professional Non-Faculty

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 1,343 | 1,158 | | 61 | | 14 | | 14 | |
| Male | 437 | 392 | 34% | 26 | 43% | 4 | 29% | 4 | 29% |
| Female | 806 | 681 | 59% | 31 | 51% | 10 | 71% | 10 | 71% |
| Other | 99 | 84 | 7% | 4 | 7% | - | 0% | - | 0% |
| Total Min | 1,060 | 911 | 79% | 52 | 85% | 13 | 93% | 13 | 93% |
| Asian | 144 | 128 | 11% | 8 | 13% | 1 | 7% | 1 | 7% |
| Black | 439 | 378 | 33% | 20 | 33% | 3 | 21% | 3 | 21% |
| Hispanic/Latino | 429 | 362 | 31% | 23 | 38% | 9 | 64% | 9 | 64% |
| Two or More | 43 | 38 | 3% | - | 0% | - | 0% | - | 0% |
| Races | | | | | | | | | |
| All White | 226 | 198 | 17% | 8 | 13% | 1 | 7% | 1 | 7% |
| Unknown | 57 | 49 | 4% | 1 | 2% | - | 0% | - | 0% |
| Veterans | 17 | 16 | 1% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 47 | 41 | 4% | 4 | 7% | 2 | 14% | 2 | 14% |

Category Summary

Administrative Support Workers

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

Category Summary

Craft Workers

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

Category Summary

Technicians

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 140 | 140 | | 1 | | 1 | | 1 | |
| Male | 52 | 52 | 37% | 1 | 100% | 1 | 100% | 1 | 100% |
| Female | 66 | 66 | 47% | - | 0% | - | 0% | - | 0% |
| Other | 22 | 22 | 16% | - | 0% | - | 0% | - | 0% |
| Total Min | 104 | 104 | 74% | 1 | 100% | 1 | 100% | 1 | 100% |
| Asian | 34 | 34 | 24% | - | 0% | - | 0% | - | 0% |
| Black | 30 | 30 | 21% | - | 0% | - | 0% | - | 0% |
| Hispanic/Latino | 37 | 37 | 26% | 1 | 100% | 1 | 100% | 1 | 100% |
| Two or More Races | 2 | 2 | 1% | - | 0% | - | 0% | - | 0% |
| All White | 28 | 28 | 20% | - | 0% | - | 0% | - | 0% |
| Unknown | 8 | 8 | 6% | - | 0% | - | 0% | - | 0% |
| Veterans | 3 | 3 | 2% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 3 | 3 | 2% | - | 0% | - | 0% | - | 0% |

Category Summary

Service Workers and Others

| | Records | Applicant | Appl% | Interview | Int% | Offer | Off% | Hire | Hire% |
|------------------------------|---------|-----------|-------|-----------|------|-------|------|------|-------|
| Total | 199 | 167 | | 3 | | 3 | | 3 | |
| Male | 136 | 114 | 68% | 2 | 67% | 2 | 67% | 2 | 67% |
| Female | 24 | 18 | 11% | 1 | 33% | 1 | 33% | 1 | 33% |
| Other | 39 | 35 | 21% | - | 0% | - | 0% | - | 0% |
| Total Min | 180 | 149 | 89% | 3 | 100% | 3 | 100% | 3 | 100% |
| Asian | 4 | 4 | 2% | - | 0% | - | 0% | - | 0% |
| Black | 99 | 79 | 47% | 2 | 67% | 2 | 67% | 2 | 67% |
| Hispanic/Latino | 74 | 63 | 38% | 1 | 33% | 1 | 33% | 1 | 33% |
| Two or More Races | 1 | 1 | 1% | - | 0% | - | 0% | - | 0% |
| All White | 10 | 9 | 5% | - | 0% | - | 0% | - | 0% |
| Unknown | 9 | 9 | 5% | - | 0% | - | 0% | - | 0% |
| Veterans | 7 | 6 | 4% | - | 0% | - | 0% | - | 0% |
| Indiv. w Disabilities | 3 | 1 | 1% | - | 0% | - | 0% | - | 0% |

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

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

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

Total Individual(s) with Disabilities: 15 Percent of total reported employees: 2.4%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Category: Executive/Administrative/Managerial

| Job Group | Staff | Indiv. with Disabilities | Rate |
|------------------------------|--------------|---------------------------------|-------------|
| Administration 1 (Executive) | 16 | 0 | 0.0% |
| Administration 2 (Manager) | 68 | 3 | 4.4% |
| Facility Manager | 2 | 0 | 0.0% |
| IT Computer Manager | 2 | 0 | 0.0% |
| Security Manager | 3 | 0 | 0.0% |

Category: Professional Faculty

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-----------------------|--------------|---------------------------------|-------------|
| Faculty-Professorial | 140 | 0 | 0.0% |
| Faculty-Librarian | 10 | 1 | 10.0% |
| Faculty-Instructor | 3 | 0 | 0.0% |
| Faculty-Lecturer | 32 | 1 | 3.1% |
| Faculty-Developmental | 22 | 0 | 0.0% |

Category: Professional Non-Faculty

| Job Group | Staff | Indiv. with Disabilities | Rate |
|---------------------------------|--------------|---------------------------------|-------------|
| Accountant | 2 | 0 | 0.0% |
| Administration 3 (Professional) | 129 | 9 | 7.0% |
| IT Computer Professional | 16 | 0 | 0.0% |
| Nurse | 1 | 0 | 0.0% |

Category: Administrative Support Workers

| Job Group | Staff | Indiv. with Disabilities | Rate |
|--------------------------|--------------|---------------------------------|-------------|
| Accountant Assistant | 3 | 0 | 0.0% |
| Administrative Assistant | 8 | 0 | 0.0% |
| Office Assistant | 48 | 0 | 0.0% |
| Mail Services Worker | 3 | 0 | 0.0% |

Category: Craft Workers

| Job Group | Staff | Indiv. with Disabilities | Rate |
|------------------------------------|--------------|---------------------------------|-------------|
| Basic Crafts-Buildings and Grounds | 8 | 0 | 0.0% |
| Laborers and Helpers | 6 | 0 | 0.0% |
| Skilled Trades-Supervisor | 2 | 0 | 0.0% |
| Skilled Trades | 13 | 0 | 0.0% |

Category: Technicians

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-------------------------------------|--------------|---------------------------------|-------------|
| Administration 4 (College Lab Tech) | 13 | 0 | 0.0% |
| IT Support Technician | 5 | 1 | 20.0% |
| Print Shop | 2 | 0 | 0.0% |

Category: Service Workers and Others

| Job Group | Staff | Indiv. with Disabilities | Rate |
|-------------------------------|--------------|---------------------------------|-------------|
| Campus Public Safety Sergeant | 8 | 0 | 0.0% |
| Campus Peace Officer | 20 | 0 | 0.0% |
| Campus Security Assistant | 7 | 0 | 0.0% |
| Custodial Supervisor | 7 | 0 | 0.0% |
| Custodial | 34 | 0 | 0.0% |