

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

For

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

Affirmative Action Program

September 1, 2012 – August 31, 2013

PARTS I-V: AAP FOR MINORITIES AND WOMEN

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

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

**HOSTOS COMMUNITY COLLEGE
AFFIRMATIVE ACTION PLAN**

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NARRATIVE

I. INTRODUCTION

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

Reporting year: July 1, 2011 – June 30, 2012 and
Program year: September 1, 2012 – August 31, 2013.

A. DESCRIPTION OF COLLEGE

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

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

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

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

also located in this building.

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

The most recent acquisition is the Savoy Manor building which was occupied in 1997. This building, located at 120 East 149th Street, houses the Offices of the Registrar, Bursar, Admissions & Recruitment, Business Office, and Counseling Center.

B. HISTORY

On April 22, 1968, the then Board of Higher Education created Hostos Community College in response to the demands of Puerto Rican and Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx. In September 1970, the College admitted a charter class of 623 students at the site of a former factory at 475 Grand Concourse. By June of 1974, the enrollment had increased to over 2,000 students. To ease an increasing space shortage, the State Legislature passed a special bill to acquire the “500 Building” on the Grand Concourse across from the original site. On June 9, 1976, the State Legislature guaranteed the existence of the College with passage of the Landmark Higher Education Act.

C. MISSION

Consistent with the mission of The City University of New York to provide access to higher education for all who seek it:

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

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural, and linguistic backgrounds. An integral part of fulfilling its mission is to provide transitional language instruction for all students learning English as a second language along with offerings to foster a multi-cultural environment for all students. Hostos Community College, in addition to offering degree programs, is determined to be a resource to the South Bronx and the other communities served by the College by providing continuing education and cultural events for the further development of the communities it serves.

II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES*

It is the policy of Hostos Community College to recruit, employ, retain, promote, and provide

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

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

As a part of The City University of New York, a public university system, Hostos Community College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes", delineated in Executive Order 11246 include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include two or more races.

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

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

III. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION

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

A. THE PRESIDENT

The president has the primary responsibility to provide leadership and oversee the implementation of the college's affirmative action policies, procedures and diversity programs as well as assuring compliance with all related federal, state, and city laws, rules and regulations as well as the policies of the City University of New York. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the College's AAP, specifically,

appointing a chief diversity/affirmative action officer (CD/AAO), sexual harassment coordinator, 504/ADA coordinator and a title IX coordinator.

2. Ensure that designated personnel responsible for all AAP components are given the necessary authority, top management support, and staffing to successfully implement their assigned responsibilities.
3. Communicate his/her total involvement and commitment to equal employment opportunity programs including the issuance of an Annual Re-Affirmation Letter supporting affirmative action, diversity and equal opportunity. (See copy of President's Re-Affirmation Letter in VII. Appendix A.)
4. Submit annually to the Office of the Vice Chancellor for Human Resources Management an annual report on non-discrimination, which shall include information on complaints filed within the past year.

B. CHIEF DIVERSITY/AFFIRMATIVE ACTION OFFICER

The President has designated Eugene B. Sohn, Esq. to serve as the CD/AAO. Mr. Sohn also serves as the College's Title IX Coordinator, Director of the Sexual Harassment Awareness and Intake Committee (SHAIC), and 504/ADA Coordinator. The Affirmative Action Office is located at:

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

The CD/AAO is responsible, as the president's designee, for the following:

1. Providing confidential consultation, investigation, and resolution of all internal complaints of discrimination/harassment.
2. Disseminating annually to all employees the *Policies and Procedures on Non-Discrimination and Sexual Harassment* and the *Affirmative Action Policy*, and the contact information of the CD/AAO, Sexual Harassment Coordinator, Title IX coordinator and the 504/ADA Compliance Coordinator.
3. Publicizing the policies widely and ensuring they are incorporated into the training curriculum for employees who are involved in investigating discrimination complaints and conducting searches.
4. Assuring that supervisors receive orientation on the policies.
5. Reviewing job descriptions and specifications to ensure they are free of discriminatory

provisions and artificial barriers.

6. Serving as College's ADA/504 Coordinator.
7. Serving as Coordinator of the Sexual Harassment Awareness and Intake Committee (SHAIC).
8. Providing information and guidance to Hostos Community College managers, staff, and faculty on EEO/Affirmative Action matters.
9. Conducting EEO/Sexual Harassment training for managers, staff, and faculty.

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

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

Their specific responsibilities include:

1. Adhering to the College's equal employment opportunity and affirmative action policy.
2. Assisting the President and CD/AAO in developing, maintaining, and successfully implementing the AAP.
3. Fostering an inclusive environment within their sphere of influence.

D. DIVERSITY/AFFIRMATIVE ACTION COMMITTEE

The Diversity/Affirmative Action Committee is responsible for:

1. Advising the president of the College and other governing bodies in formulating and implementing affirmative action policy on campus.
2. Reviewing proposed amendments to the College governance plan to assure compliance with the University non-discrimination and affirmative action policies and procedures.

3. Submitting to the president a summary of its activities at the end of each academic year.
4. To advise and assist the College AAO in the implementation of Affirmative Action regulations and policies at the College, including hiring, tenure, and termination of employment.

The members of the Affirmative Action Committee effective Fall, 2011 were:

Professor Julie Bencome (Chairperson)
Dental Hygiene Department

Professor Norma Peña De Llorenz
Language and Cognition Department

Professor Riesa Toote
Nursing Department

Clara Albino
Campus Peace Officer, Public Safety Department

Ana García-Reyes
Associate Dean for Community Relations

Shirley Shevach
Director of Human Resources

Eugene Sohn, Esq.
Affirmative Action Officer

IV. RESULTS OF STATISTICAL ANALYSES/AREAS OF CONCERN

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

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

A. WORKFORCE ANALYSIS

The workforce analysis provides an overview of the representation of women and minorities in

the College's organizational units/departments. The analysis identifies the number of employees by gender and race/ethnicity in each job title within the organizational unit as reported on the CUNYfirst *Ethnicity and Gender Report* run on June 30, 2012. All job titles, including unit supervisor, are listed from the lowest to highest paid within each unit and departmental/unit. The *Workforce Analysis Report* is available, upon request, in the Compliance and Diversity Office.

B. JOB GROUP SUMMARY

The College's 511 full-time employees are grouped into 7 categories using the relevant EEO-6 Codes. These categories are divided into smaller subgroups called affirmative action units (AAUs), based on the duties as well as educational qualifications and skills required for job titles within the job categories. Each AAU has an individual utilization analysis worksheet (UAW), listing the job titles included in the subdivision. The UAW depicts the total group number as well as the numerical and percentage representation of Females, Total Minority, Blacks, Hispanics and Asians (See Appendix B).

In keeping with its commitment to its equal employment opportunity and affirmative action policies, Hostos Community College continues to be exemplary in the employment, promotion, and retention of a diverse, multi-cultural, multi-ethnic work force. Women and minorities represent a significant percentage of its employees. As of June 30, 2012, the College had a full-time, permanent workforce of 511 employees, an increase of 19 employees from the figures from 2011 (492). The total number of protected ethnic/racial group members is 379 (74.1%), and 255 (50%) are women.

The 511 full-time, permanent staff members included in the Utilization Analysis (as of June 30, 2012) are categorized below by EEO-6 categories:

Number of Employees	EEO-6 Categories
78	Executive/Administrative/Managerial
159	Faculty
53	Professional/Non faculty
64	Secretarial/Clerical
45	Technical/Paraprofessional
26	Skilled Crafts
86	Service/Maintenance
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511	

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

On June 30, 2012, women comprised 64.7% of the senior level executive job group

(Executive/Admin/Managerial – Admin I AAU). The representation of minorities in this AAU is 82.3%. The number of full-time Faculty (Professorial, Lecturer, and Instructor excluding substitutes) is 159, the same number reported last year. Currently, women represent 51.1% of the faculty in the Professorial titles. Minorities represent 46.5% of the faculty with Professorial rank.

Women comprise 59.6% of the employees in the mid-level executive Higher Education Officer/Higher Education Associate group (Executive/Admin/Managerial – Admin II AAU) and 60.7% of the Assistant to HEOs/HE Assistant group (Professional/Non-Faculty category). Minorities represent 73.6% of the staff in Higher Education Officer/Higher Education Associate series titles and 84.3% of the Assistant to HEOs/HE Assistant titles.

In the Professorial ranks, there are 6 AAU's that have no representation of women or a protected minority group:

1. In Education, Asians are not represented. The lack of representation reflects local market conditions. Notwithstanding, the College has made good faith efforts to recruit women and minorities in its faculty ranks. During the reporting period, job announcements were advertised in various periodicals and websites that have wide circulation, including the Chronicle of Higher Education, the New York Times, and the CUNY and Hostos websites. Job advertisements are also disseminated to various ethnic organizations, including the Asian American/Asian Research Institute (AAARI), the John D. Calandra Italian American Institute, and the National Puerto Rican Coalition, Inc, and advertised in other various professional publications and list-serves. The University also sends advertisements to wide-reaching sources such as LinkedIn, HERC, Indeed.com, Monster.com, and Inside Higher Ed.
2. In Social Sciences, Asians are not represented. The College has not had the opportunity to hire in this AAU in several years. The College will continue to make good faith efforts to recruit women and minorities in its faculty ranks. As stated above, job advertisements are disseminated to periodicals and websites that have wide readership and to various ethnic organizations, including AAARI.
3. In Agricultural and Life Sciences – Biology, Asians are not represented. It should be noted, that last reporting year (2010-2011), Blacks *and* Asians were not represented in this AAU. This reporting year (2011-2012), although the College was unable to eliminate the non-representation of Asians, the College eliminated the non-representation of Blacks in this AAU with the hire of an Associate Professor.
4. In Fine, Applied Arts and Media – Visual and Performing Arts, Asians and Blacks are not represented. The lack of representation reflects local market conditions. It should be noted that this AAU is small in size with only 6 faculty members. As stated above, the College will continue to make continuous good faith efforts to recruit women and

minorities in its faculty ranks. Of note, the College plans on hiring in the professoriate title for this AAU during the upcoming reporting year.

5. In Physical Sciences, women and Blacks are not represented. The lack of representation reflects local market conditions. It should be noted that this AAU is small in size with only 5 faculty members. As stated above, the College will continue to make good faith efforts to recruit women and minorities in its faculty ranks. Of note, the College plans on hiring in the professoriate title for this AAU during the upcoming reporting year.
6. In Foreign Languages, Asians and Blacks are not represented. The College has not had the opportunity to hire in this unit in several years. It should be noted that this AAU is small in size with only 5 faculty members. As stated above, the College will continue to make good faith efforts to recruit women and minorities in its faculty ranks. Of note, the College plans on hiring in the professoriate title for this AAU during the upcoming reporting year.

In the Skilled Crafts EEO-6 category, women and Asians are not represented. The lack of representation reflects local market conditions. With regard to selecting employees in this category, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic and women's organizations.

In the Service/Maintenance EEO-6 category/Custodial Supervisory AAU, Blacks and Asians are not represented. With regard to selecting employees in this category, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic organizations.

In the Service/Maintenance EEO-6 category/Custodial Assistant AAU, Asians are not represented. The lack of representation reflects local market conditions. With regard to selecting employees in this category, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic organizations.

In the Service/Maintenance EEO-6 category/Campus Public Safety Sergeant AAU, Asians are not represented. The lack of representation reflects local market conditions. With regard to selecting employees in this category, the College is limited to a list of candidates provided by the Civil Service Commission. The University posts notices of classified staff examinations and also distributes notices to various ethnic organizations.

It should be noted that, during the instant reporting period, due to the economic climate, the College was subject to a hiring freeze, which restricted its ability to address the representation of women and/or minority groups in its workforce.

C. DETERMINING AVAILABILITY

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

In adherence to the federal regulations, the College used recent and discrete statistical information to derive availability figures. Because of the University's educational requirements, the availability data is calculated according to information about earned degrees conferred for faculty and executive/administrative/managerial groups. Population surveys (census) are used to calculate availability for the classified staff. To assess progress achieved addressing underutilization, the dates of the sources for availability data were kept constant with those used in the Fall 2011 AAP.

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

D. UTILIZATION ANALYSIS/COMPARISON OF INCUMBENCY TO AVAILABILITY

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

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

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

E. COMPARISON OF 2011 GOALS TO 2012 UTILIZATION ANALYSIS RESULTS

A comparison of the 2011 and 2012 utilization analyses identified changes in the numeric

disparity in the AAUs by the EEO-6 Categories since the last AAP. The *Progress Report - Historical Underutilization* in Appendix D displays underutilization from 2008 to 2012. The comparison indicates the attainment of 2011 goals by the reduction or elimination of underutilization or identifies lack of progress in achieving goals.

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

Executive/Administrative/Managerial

Last reporting year (2010-2011), the senior-level executive (Administration I) AAU had no underutilization. For this reporting year (2011-2012), there continues to be no underutilization in the Administration I AAU.

Last reporting year (2010-2011), the mid-level executive job group (Administration II) AAU had no underutilization. For this reporting period (2011-2012), there continues to be no underutilization in the Administration II AAU.

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

Faculty

A comparison of this year's results with the prior annual report indicated that within the professoriate ranks, underutilization of Asian-Americans remained at one (1) in the Agricultural and Life Sciences – Biological Sciences AAU; remained at one (1) in the Education AAU; and remained at one (1) in the Social Sciences AAU. As stated above, last reporting year (2010-2011), Blacks *and* Asians were not represented in Agricultural and Life Sciences - Biology. This reporting year (2011-2012), although the College was unable to eliminate the non-representation of Asians, the College eliminated the non-representation of Blacks in this AAU with the hire of an Associate Professor.

With regard to the underutilization of Blacks in the professoriate ranks, underutilization remains at two (2) in Education, as there were no searches conducted in this AAU during the instant reporting period. There is no underutilization for Blacks in any other professorial AAU.

Underutilization of women in the English AAU remains at one (1) this year. This was due to the lack of hiring opportunities during the relevant time period. It should be noted that, out of 19 faculty members with the professoriate title in this AAU, 11 are women. In addition, job searches in the professoriate title in this AAU have been and/or will be conducted for the next reporting year.

Underutilization of women in the Social Sciences AAU remains at two (2) this year. Hiring opportunities in this AAU have been lacking. Of note, the College plans to hire in the professoriate title in this AAU during the next reporting period.

Underutilization of two (2) women remains in the Physical Sciences and Foreign Languages AAUs, respectively. Hiring opportunities in both AAUs have been lacking. However, the College plans to hire in the professoriate title in these AAUs during the next reporting period.

Underutilization of women in the Health Professions AAU decreased from two (2) to one (1) with the appointments of two (2) female Assistant Professors.

Underutilization of women in the Library AAU increased from none to one (1) for this reporting period, as the College hired one (1) male which decreased the current utilization of women. It should be noted that, in this AAU, of the eight (8) faculty members with the professoriate title, five (5) are women.

Underutilization of women remains at one (1) in the Fine, Applied Arts, and Media - Visual and Performing Arts AAU. This is despite the fact that, during the instant reporting year, the College hired one (1) female Assistant Professor in this AAU.

There is no underutilization of Hispanics in the Professorial ranks.

Lecturer Series

The only AAUs large enough to be analyzed this reporting year are in English and Education. This reporting period, there is no underutilization of women or any minority group in either AAU.

Professional/Non-Faculty

Last reporting year (2010-2011), the Administration III AAU had underutilization of two (2) Asians. This reporting period (2011-2012), Asians continue to be underutilized by two (2). The underutilization of females in this AAU increased to one (1).

Secretarial/Clerical

This reporting year (2011-2012), in the CUNY Administrative Assistant AAU, there is underutilization of two (2) females and one (1) Asian. Last year's report (2010-2011) report had the same figures.

This reporting period (2011-2012), in the CUNY Office Assistant AAU, there is underutilization of one (1) Asian. Last year's report (2010-2011) had the same figures.

Technical/Paraprofessional

In the Computer Specialist AAU, the underutilization of Blacks increased from none to one (1) and females increased from two (2) to three (3) with the separation of one (1) Black female. The underutilization of one (1) Asian persists.

In the Administration IV - College Lab Technicians AAU, the underutilization of Asians remains at two (2).

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

Skilled Crafts

Last reporting period (2010-2011), the Skilled Crafts category had underutilization of one (1) female, one (1) Hispanic, and one (1) Asian. This reporting period (2011-12), the underutilization of Hispanics was eliminated with the hiring of one (1) Hispanic male. The underutilization of one (1) female and one (1) Asian remains.

Service/Maintenance

For this reporting period (2011-2012), in the Custodial Supervisor AAU, underutilization of one (1) female and one (1) Black persists. In the Custodial Assistant AAU, the underutilization of one (1) Asian and one (1) female persists.

In the Campus Safety Sergeant AAU, the underutilization of one (1) Asian persists. However, last reporting period's underutilization of one (1) Black was eliminated.

Last reporting period (2010-2011), the Campus Peace/Security Officer 1 AAU had underutilization of one (1) female. This reporting period (2011-12), the underutilization of females was eliminated with the hiring of seven (7) women. There is currently no underutilization of women in this AAU.

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

It should be noted that, during the instant reporting period, due to the economic climate, the College was subject to a hiring freeze, which restricted its ability to address underutilization of women and/or minority groups in its workforce.

F. DETERMINING ADVERSE IMPACT

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

The Impact Ratio Analysis is divided into three areas:

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

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

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

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

1. Analysis of Personnel Activity Table

- a. New Hires

The College hired 53 new full-time employees; of these 34 were women, and 38 were minorities.

The Hires Analysis indicated that with the exception of Native Americans, the recruitment and selection process resulted in the representation of members of all the protected classes. No areas of concern were identified for this reporting period (7/1/11 – 6/30/12). The overall Minority hiring rate was 71.6 % of the new appointments. Women comprised 64.1% of the new hires.

In the Executive/Administrative/Managerial EEO-6 category, there were a total of 16 new hires. Of the 16 new hires, 12 are women, 4 are Black, 3 are Hispanic, and 1 is Asian.

In the Faculty EEO-6 category, nine (9) new employees were appointed in the following academic units: Natural Sciences; Fine, Applied Arts, and Media; Education; Health and Physical Education (unit too small for underutilization analysis); Business (unit too small for underutilization analysis); Library; and Health Professions. Five (5) women and four (4) minorities were among the new appointees. Among the minorities, one (1) is Black, and three (3) are Hispanic.

In the Professional/Non-Faculty EEO-6 category, the College hired nine (9) new employees – 6 are women, 6 are Black, 1 is Hispanic, and 1 is Asian.

In the Secretarial/clerical EEO-6 category, the College hired four (4) new employees – all 4 are women, 1 is Black, and 3 are Hispanic.

In the Technical/Paraprofessional EEO-6 category, the College hired one (1) new employee, a Hispanic male.

In the Skilled Trades EEO-6 category, the College hired two (2) new employees – both are male, 1 is Hispanic and 1 is White.

In the Service Maintenance EEO-6 category, the College hired 12 new employees – 7 are

women, 7 are Black, and 5 are Hispanic.

b. Promotions/Upgrades

Of the seven (7) members of the professoriate who applied for promotion, seven (7) received an upgrade in rank. In the Higher Education Officer (HEO) series, five (5) employees were re-classified.

Of the seven (7) members of the professoriate who applied for promotion and received an upgrade in rank, three (3) are female and four (4) are of minority descent. One (1) Asian male in the Allied Health Dept./Dental Hygiene Unit (Health Professions AAU) was promoted from Assistant Professor to Associate Professor; one (1) Asian female in the English Department (English AAU) was promoted from Assistant Professor to Associate Professor; one (1) White female in the Language and Cognition Unit (Education AAU) was promoted from Assistant Professor to Associate Professor; one (1) Hispanic female in the Teacher Education Unit (Education AAU) was promoted from Assistant Professor to Associate Professor; and one (1) Hispanic male in the Business unit (Business AAU was too small for underutilization analysis) was promoted from Associate Professor to Professor. There were no applications for promotions in the professoriate ranks that were denied this reporting year.

In the Non-Faculty areas,

There were five (5) re-classifications in the HEO series: One (1) Asian female, one (1) White female, and one (1) Hispanic male were re-classified from HE Assistants to HE Associates; one (1) Black female and one (1) Hispanic female were re-classified from HE Associates to HE Officers.

There was one (1) re-classification in the IT Job title series: one (1) Hispanic male was re-classified from IT Associate to IT Senior Associate.

c. Terminations/Separations

The number of employees separated from the workforce was 32, including 22 women and 20 minorities.

The Termination Analysis did not indicate any major concerns for any of the job groups. Minorities comprised a total of 20 of the 32 separations, or 62.5% percent of the terminations, and reflects the high representation of minorities in the College's workforce. Of the 20 minorities, 9 are Black, 10 are Hispanic, 1 is Asian, and 12 are White. A careful review of the separations from service uncovered that many of these employees retired or found other positions.

d. Transfers

The number of employees transferred from the workforce was six (6), including five (5) women and five (5) minorities (1 Black and 4 Hispanic).

2. Analysis of Applicant Data-Recruitment Documentation

A review of this year's data-recruitment information reveals that College is recruiting, interviewing, and making job offers to a high percentage of women and protected groups. This reporting period, the College received 2807 total applications. Of the applicants, 1690 or 60.2% were women and 2001 or 71.2% were from minority groups (37.6% Black, 25.5% Hispanic, and 7.4% Asian).

Of the 215 interviews that were conducted, 125 or 58.1% of the interviewees were women and 145 or 67.4% were from minority groups (26.0% Black, 36.7% Hispanic, and 4.1% Asian).

Of the 49 job offers that were given this reporting year, 29 or 59.1 % were to women and 34 or 69.3% were to minorities (17 Black, 15 Hispanic, and 2 Asian).

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

3. Impact Ratio Analysis

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

The female hiring rate this year is 59.1%. There were five (5) EEO-6 categories in which females were the "Favored Group": Executive/Administrative/Managerial, Faculty, Professional/Non-Faculty, Secretarial/Clerical, and Service Maintenance. In the Skilled Trades and Technical/Paraprofessional EEO-6 categories, respectively, there were no female applicants or hires.

In the analysis of Non-Minority vs. Minority new hires, there were four (4) EEO-6 categories in which minorities were the "Favored Group": Professional/Non-Faculty, Secretarial/Clerical, Technical/Paraprofessional, and Service Maintenance. In the Executive/Administrative/Managerial EEO-6 category, out of 16 new hires, eight (8) were minorities; in the Faculty category, out of nine (9) new hires, four (4) were minorities; in the Skilled Trades category, out of two (2) new hires, one (1) was minority.

With regard to promotions, females were the "Favored Group" in the Executive/Administrative/Managerial EEO-6 category. Minorities were the "Favored Group" in the Executive/Administrative/Managerial, Faculty, and Technical/Paraprofessional EEO-6 categories.

See Appendix F for the *Impact Ratio Analysis*.

G. TENURE ELIGIBILITY SURVEY

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

A review of the tenure decisions effective September 1, 2011 reveals the following:

During the reporting period, one (1) Associate Professor and six (6) Assistant Professors were presented for tenure; all were recommended and granted tenure by the Board of Trustees, effective September 1, 2011. The recipients included faculty from the following academic units: Associate Professor - Allied Health (Health Professions AAU); Assistant Professor – English (English AAU), Black Studies (Area and Ethnic Studies AAU – this AAU was too small for underutilization analysis), Biology (Agricultural and Life Sciences AAU), Physical Sciences (Physical Sciences AAU), and Language and Cognition (Education AAU). The Associate Professor is a White male. Of the six (6) Assistant Professors, three (3) are female, one (1) is Black, and one (1) is Asian.

Two (2) College Lab Technicians were eligible and granted tenure - one (1) in Biology (Agricultural and Life Sciences AAU) and one (1) in the Teacher Education unit (Education AAU). Both are Hispanic females.

H. ANALYSIS OF SYSTEMIC COMPENSATION

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

V. ACTION-ORIENTED PROGRAMS

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

A. IMPLEMENTATION OF ACTION PROGRAM 2011 -2012

The results-oriented activities to address underutilization during the past year (2011- 2012) include the following:

The College continues to make good faith efforts to recruit candidates from protected groups. During the reporting period, job announcements were advertised in various periodicals and websites that have wide circulation and readership, including the Chronicle of Higher Education, the New York Times, and the CUNY and Hostos Community College websites. Job advertisements are also disseminated to various ethnic organizations, including the Asian American/Asian Research Institute (AAARI), the John D. Calandra Italian-American Institute, and the National Puerto Rican Coalition, Inc, and advertised in other professional publications and list-serves. The University also sends advertisements to wide-reaching recruiting sources such as LinkedIn, HERC, Indeed.com, Monster.com, and Inside Higher Ed.

In addition, during job searches, the Affirmative Action Officer (AAO) conducts a “charge” meeting in which search committee members are apprised of information regarding the underutilization of under-represented groups. During “charge” meetings, the AAO emphasizes the College’s commitment to diversity, pluralism, inclusion, and fostering a non-discriminatory working environment. The AAO also apprises the search committee of proper protocol with regard to interview questions. For example, the committee is advised to refrain from asking irrelevant interview questions relating to protected categories, including, but not limited to, race, national origin, ethnicity, sex, disability, and military status. The Affirmative Action Office is also available for any questions the committee chair/members may have with respect to the search process. The College will continue to examine its recruitment practices so that there are diverse applicant pools for vacancy announcements.

Hostos’ Affirmative Action Office has also implemented an Equal Employment Opportunity (EEO) training program designed to provide supervisors and employees with up-to-date federal, state, and local anti-discrimination laws and regulations, information about reasonable accommodations, and information regarding filing complaints. The EEO training sessions include discussions on the College’s commitment to affirmative action, diversity, and non-discrimination. During the 2011-2012 reporting period, the Affirmative Action office conducted over 20 EEO training sessions for faculty and staff and trained approximately 120 supervisors.

1. Goal Attainment 2011- 12: Addressing Underutilization

The College hired 53 employees into full time positions between July 1, 2011 and June 30, 2012 as depicted in the Personnel Activity Table. The impact of these appointments is included in the Comparison of the 2011 and 2012 Underutilization Analysis (see section IV. E.), which identifies the extent to which disparities between incumbency and availability in AAUs were eliminated, reduced or remained unchanged.

2. Initiatives and Activities

The following are programs the College has implemented to support faculty retention and advancement:

During the reporting year, two (2) faculty members participated in the Faculty Fellowship

Publication Program (FFPP), which is sponsored by the University Office of the Dean for Recruitment and Diversity to further advance CUNY's institutional commitment to diversity.

In keeping its commitment to retain the best faculty, Hostos' Office of Faculty Development and Curriculum offers various opportunities and programs for professional development, including:

- a. The Professional Development Institute, which offers activities designed to foster the professional growth of faculty and academic program administrators. Among its endeavors, the Institute sponsors activities that create connections between faculty, staff, and students of the College and that provide the foundation for continued community-building.
- b. The Center for Teaching and Learning (CTL), which is dedicated to promoting academic achievement for faculty (and students) from diverse backgrounds. The Center assists faculty by providing support for teaching innovation, i.e. encouraging diverse teaching modes and integration of innovative techniques; supporting conference attendance; supporting faculty research initiatives (by offering assistance to locate funding sources, grant-writing workshops, etc.); and assisting faculty curriculum development and revision.
- c. The Faculty Seminar Series, which is administered through the Center for Teaching and Learning, is a program designed to generate faculty-driven curricular innovations to improve student learning. The seminars are designed as technical-assistance sessions that support faculty in the development of their ideas.

CTL Activities during Fall 2011- Spring 2012 included the following:

- Cultural Workshop: Hostos Legacy Series: *Battle of the Bronx* and *Hostos Community College, The Heroic Years (1973-1978)*
- SafeZone Allies and the Heroic Imagination Project (LGBTQ community)
- Women's and Gender Studies Film Series, which featured movies such as *Erin Brokovich*, *The Help*, and *TransAmerican*
- Celebrating Black History Month, 23rd National African American Read-in with Prof. Cynthia Jones
- Celebrating Women's History Month, which included *Opening Ceremony* and *Awards Ceremony*
- Celebrating Faculty Achievements: A Conversation with Prof. Marcella Bencivenni: Book Talk – *Italian Immigrant Radical Culture* (authored by Prof. Bencivenni).

The College also held numerous activities to promote diversity via the Hostos Center for the Arts & Culture, the College's centerpiece for cultural activity. The Center consists of a museum-grade art gallery, a 367-seat theater, and a 907-seat concert hall. The Hostos

Center for Arts and Culture has distinguished itself for showcasing the cultural traditions of the communities that the Center serves, by presenting premiere festivals and concert series.

The Hostos Center for Arts and Culture produces and presents dance, painting, sculpture, drama and literary arts, from folk traditions to the *avant-garde*. A typical season includes a visual arts exhibition; periodic festivals featuring different cultural traditions; the Hostos Repertory Company; and an individual artists' program consisting of commissions and residencies. Other cultural activities include celebrations of Hispanic Heritage Month, Black History Month, Dominican Heritage Month, Puerto Rican Heritage Month, Women's History Month, Hanukkah, Kwanzaa, and Christmas via live music concerts, art and photography exhibits, dance concerts, film presentations, and lectures.

All series are open to the College community at no cost or at significant discounts, depending on the nature of the event. The 2011 – 2012 season included the following performances:

Chain Reaction – a bi-lingual play about community leader Antonia Pantoja (Nov. 2011);

Quijumbo – a celebration of Afro-Dominican Culture (April 2012);

Voces Bahamas – featuring Latin American music and poetry reading (May 2012).

3. Dissemination of Non Discrimination Policy and Program

The policy is available on the College's website and in the November 9, 2011 letter sent by the President to all employees, and the AAP is available in the library.

B. RESPONSE TO 2012 UNDERUTILIZATION

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

1. Placement Goals

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

Placement goals help guide recruitment activities and the College will observe good faith efforts

to recruit a broad and inclusive pool of qualified applicants. The College plans to hire in the following job groups in which underutilization currently exists:

Exec/Admin/Managerial – Administration level 3 (8 searches); Faculty - Professorial in Physical Sciences (2 searches), Education (1 search), Health Professions – Nursing (2 searches), Social Sciences (1 search), English (3 searches), and Foreign Languages (1 search).

It should be noted that, during the instant reporting period, due to the economic climate, the College was subject to a hiring freeze, which restricted its ability to hire new employees.

2. Employment Practices: Recruitment, Selection, and Advancement

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

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

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

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

1. Broadening recruitment efforts to reduce or eliminate underutilization.
2. Charging search committees to familiarize them with recruitment protocol.

3. Attending joint meeting between CDOs and the University Affirmative Action Committee (UAAC) to discuss issues of concern.
4. Attending informational sessions and training provided at monthly meetings of the Council of Chief Diversity Officers (CCDO).
5. Demonstrating compliance with University policy and procedures during UAAC site visits.
6. Encouraging employees to participate in University-sponsored professional development programs.
7. Ensuring that interviews, offers of employment, and/or wage commitments are consistent with College policy.
8. Conducting Equal Employment Opportunity (EEO) training for faculty and staff.
9. Providing information and guidance on EEO matters for supervisors and managers.

C. INTERNAL AUDIT AND REPORTING

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

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

VI. COVERED VETERANS AND INDIVIDUALS WITH DISABILITIES

A. REVIEW OF PERSONNEL PROCESSES

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

opportunity.

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

B. REVIEW OF PHYSICAL AND MENTAL JOB QUALIFICATIONS

To ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and promote equal employment opportunity for all covered veteran and employees and applicants with disabilities, reviews are periodically made of the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

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

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

C. REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

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

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

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

Procedures for requesting an accommodation are detailed in *Procedures for Implementing Reasonable Accommodation at The City University of New York*, available at:
<http://portal.cuny.edu/cms/id/cuny/documents/level 3 page/012684.htm>.

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

D. HARASSMENT PREVENTION PROCEDURES

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

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

The College's and University's efforts to disseminate the anti-discrimination policy, outreach and positive recruitment activities include the following:

1. Publishing the Non-Discrimination Statement in the *New York Times* job postings.
2. Initiating and maintaining communication with organizations having special interests in the recruitment of and job accommodations for disabled veterans, other veterans, and individuals with disabilities.
4. Informing recruiting sources, in writing and orally, of the Affirmative Action policy for disabled veterans, other veterans, and individuals with disabilities.
5. Advertising job openings with a variety of external resources. This is an on-going activity.
7. Participating in programs that employ veterans and individuals with disabilities.

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

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

1. Including the policies in the College's policy manual and other in-house publications.
2. Conducting special meetings with senior staff and other supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation.
3. Scheduling training sessions for employees involved in recruitment, selection, and promotion
4. Discussing the policies thoroughly in both employee orientation and management training programs.
5. Informing union officials of the College's policies and requesting their cooperation.
6. Including non-discrimination clauses in all union agreements, and reviewing all contractual provisions to ensure they are not discriminatory.
7. Including articles on accomplishments of disabled veterans, other veterans, and workers with disabilities in College publications.
8. Posting the Reasonable Accommodation's policy on College bulletin boards, along with CUNY's Non-Discrimination Policy, which includes protection from harassment on the basis of disability.
9. Featuring persons with disabilities in handbooks or similar publications for employees.

G. AUDIT AND REPORTING SYSTEM

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

1. Measures the effectiveness of the College's overall Affirmative Action Program and whether the College is in compliance with specific obligations.
2. Indicates the need for remedial action.

3. Measures the degree to which the College's objectives are being met.
4. Determines whether there are any undue hurdles for individuals with disabilities and veterans regarding campus sponsored educational, training, recreational, and social activities.

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

H. RESPONSIBILITY FOR AAP IMPLEMENTATION

As part of its efforts to ensure equal employment opportunity to disabled veterans, other veterans, and individuals with disabilities, the College has designated specific responsibilities to various staff.

1. The President

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

2. The 504/ADA Coordinator

The president assigned the duties of the 504/ADA Coordinator to Eugene B. Sohn, Esq.

The responsibilities of the 504/ADA Coordinator include:

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

3. 504/ADA Committee

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

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

The Committee members are composed of faculty members, staff members, and students who

show an interest in promoting the awareness of disabilities-related issues. The members of the committee are:

Julie Trachman, Co-chair, Prof., Natural Sciences Dept.
Elyse Zucker, Co-chair, Prof., English Dept.
Carmen Mondesire-Alustiza, Prof. / College Discovery Counselor
Ralph Schwartz, Prof., Natural Sciences Dept.
Alice Cunningham, Prof., Mathematics Dept.
Leigh Phillips, Prof., English Dept.
Alejandrina Pena, Staff Nurse
Irene Gonzalez, Assistant to Veterans Affairs
Susan Miceli, Counselor
Sandra May Flowers, Student (President of SGA)
German Santos, Student (President of Abilities Awareness Club)
Joe Bermudez, Alumnus
Ex-officio: Mr. Eugene Sohn, Affirmative Action Officer
Ex-officio: Ms. Gabriella Burd, Dir. of Services for Students with Disabilities Office

4. College Officials

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

I. TRAINING TO ENSURE AA IMPLEMENTATION

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

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

J. COMPENSATION

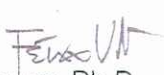
When offering employment or promotion to individuals covered by VI. - Covered Veterans and Persons with Disabilities, the amount of compensation offered is not reduced because of any disability income, pension or other benefit that the applicant or employee receives from another source.

K. INVITATION TO SELF-IDENTIFY

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

APPENDIX A

PRESIDENT'S REAFFIRMATION LETTER

To: Campus Community 

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

Date: November 9, 2011

Re: Reaffirmation of Diversity/Equal Opportunity/Affirmative Action

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

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

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action, including, among others, Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," as delineated in Executive Order 11246 (i.e., Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino), and Hispanic was renamed Hispanic or Latino.

I have assigned the responsibility for the implementation and monitoring of our compliance program to Affirmative Action Officer Eugene B. Sohn, Esq., who will also serve as the 504/ADA Coordinator and Title IX Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Affirmative Action Office is located in Room A-336 at 475 Grand Concourse, and the telephone number is (718) 518-4284.

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

APPENDICES B – B-23
UTILIZATION ANALYSIS WORKSHEETS

APPENDIX B – B1

EXECUTIVE/ADMINISTRATIVE/MANAGERIAL

FIRST/ MID LEVEL OFFICIALS

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**
 Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: ADMINISTRATION I		Constituent Departments:				
EEO CATEGORY: Executive/Senior Level Official and Managers		Job Titles: EXECUTIVE COMPENSATION PLAN TITLES President Senior Vice President / Vice President / Assistant Vice President Administrator Associate Dean / Associate Administrator Assistant Dean				
JOB GROUP: ADMINISTRATION I						
FACTORS:						
	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	22.4	9.4	3.6	2.4
2. % of Minorities/Females promotable, transferable, or trainable	0.60	24.7	15.5	6.2	4.9	4.4
GROUP TOTAL NO.: <u>17</u> No. Male: <u>6</u> No. Female: <u>11</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:	# <u>11</u> % <u>64.7</u>	# <u>14</u> % <u>82.4</u>	# <u>2</u> % <u>11.8</u>	# <u>10</u> % <u>58.8</u>	# <u>2</u> % <u>11.8</u>	
OVERALL AVAILABILITY:	% <u>47.1</u>	% <u>24.9</u>	% <u>9.8</u>	% <u>7.3</u>	% <u>7.6</u>	
UNDERUTILIZATION:	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	

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

FACTOR / SOURCE SHEET**FALL, 2012****Executive/Senior Level Official and Managers****ADMINISTRATION I:**

Executive Compensation PlanTitles

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

CUNY Administration I Degree Weighting - Source: CUPS 062 as of April 6 2010.
 (degrees held by employees in CUNY Administration I)

Ph.D. = 51.3%
 M.A. = 31.5%
 B.A. = 13.6%

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	National - Earned Degrees Conferred PHD, MA, BA - 2007-08*	0.4
Factor 2	CUNY Survey 2009 - selected titles	0.6

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5/5/2011.

Factor 1: National Earned Degrees Conferred PHD, MA, BA - 2007-08*

		<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
		55.9	23.5	9.1	5.9	8.0
multiply by weight -	0.4	22.4	9.4	3.6	2.4	3.2

Factor 2: CUNY Survey 2009 - selected titles:

		<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Total</u>
HEO		352	259	120	89	50	675
Professor		709	411	148	122	138	1,907
		1,061	670	268	211	188	2,582
		41.1	25.9	10.4	8.2	7.3	
multiply by weight -	0.6	24.7	15.5	6.2	4.9	4.4	

OVERALL AVAILABILITY **47.1** **24.9** **9.8** **7.3** **7.6**

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**AFFIRMATIVE ACTION UNIT:
ADMINISTRATION II

Constituent Departments:

EEO CATEGORY:

First/Mid Level Officials and Managers

Job Titles:

Higher Education Officer (HEO)

Higher Education Associate (HEA)

JOB GROUP:

ADMINISTRATION II

FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	23.1	10.1	4.0	3.0	3.0
2. % of Minorities/Females promotable, transferable, or trainable	0.60	34.0	26.5	12.2	7.3	6.8
GROUP TOTAL NO.: 57 No. Male: 23 No. Female: 34						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 34 % 59.6	# 42 % 73.7	# 13 % 22.8	# 23 % 40.4	# 6 % 10.5
OVERALL AVAILABILITY:		% 57.1	% 36.6	% 16.2	% 10.3	% 9.8
UNDERUTILIZATION:		% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0

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

FACTOR / SOURCE SHEET

FALL, 2012

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

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

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	4STATE - EDC - Bachelors 2007-08*	0.4
Factor 2	CUNY Survey - selected titles -CUPS miniflat selected criteria	0.6
		1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5/5/11.

Factor 1: 4STATE - BA 2007-08*

		<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
		57.7	25.3	10.0	7.4	7.6
multiply by weight	0.4	23.1	10.1	4.0	3.0	3.0

Factor 2: Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles. Selected criteria from April 15, 2010 CUPS miniflat file. HEasst. and aProf with Date of appt. to title prior to 4/15/2006.

		<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Total</u>
HE asst.		343	290	167	97	24	517
Asst. Prof.		662	494	194	118	178	1,255
TOTAL		1,005	784	361	215	202	1,772
		56.7	44.2	20.4	12.1	11.4	
multiply by weight	0.6	34.0	26.5	12.2	7.3	6.8	
OVERALL AVAILABILITY		57.1	36.6	16.2	10.3	9.8	

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

APPENDIX B2 – B11
FACULTY: PROFESSORIAL

UTILIZATION ANALYSIS WORKSHEET Two Factor Availability

College: **Eugenio Maria de Hosotos Community College**
Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Agricultural & Life Sci		CONSTITUENT DEPARTMENTS: Natural Sciences-Biology				
EEO CATEGORY: FACULTY		Job Titles: Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	51.3	23.2	5.0	5.3	12.5
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>9</u> No. Male: <u>4</u> No. Female: <u>5</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>5</u> % <u>55.6</u>	# <u>3</u> % <u>33.3</u>	# <u>1</u> % <u>11.1</u>	# <u>2</u> % <u>22.2</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>51.3</u>	% <u>23.2</u>	% <u>5.0</u>	% <u>5.3</u>	% <u>12.5</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>12.5</u> # <u>1.1</u> UU <u>1</u>

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit: **Agricultural & Life Sci**

Constituent Departments: **Natural Sciences-Biology**

Job Group: **Professorial**

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

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Biological and Biomedical Sciences

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
51.3	23.2	5.0	5.3	12.5

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Education		CONSTITUENT DEPARTMENTS: Education-Teacher Education Language and Cognition-English as a Second Language				
EEO CATEGORY: FACULTY		Job Titles: Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	67.9	28.0	17.9	5.4	3.9
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>17</u> No. Male: <u>5</u> No. Female: <u>12</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:	# <u>12</u> % <u>70.6</u>	# <u>4</u> % <u>23.5</u>	# <u>1</u> % <u>5.9</u>	# <u>3</u> % <u>17.6</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>67.9</u>	% <u>28.0</u>	% <u>17.9</u>	% <u>5.4</u>	% <u>3.9</u>	
UNDERUTILIZATION:	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>4.5</u> # <u>0.8</u> UU <u>1</u>	% <u>12.0</u> # <u>2.0</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.9</u> # <u>0.7</u> UU <u>1</u>	

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit:

Education

Constituent Departments:

Education-Teacher Education
Language and Cognition-English as
a Second Language

Job Group:

Professorial

Job Titles:

Professor; Associate Professor; and Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Education

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
67.9	28.0	17.9	5.4	3.9

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: English		CONSTITUENT DEPARTMENTS: English				
EEO CATEGORY: FACULTY		Job Titles: Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	63.3	14.2	4.6	3.7	5.7
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>19</u> No. Male: <u>8</u> No. Female: <u>11</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>11</u> % <u>57.9</u>	# <u>4</u> % <u>21.1</u>	# <u>1</u> % <u>5.3</u>	# <u>2</u> % <u>10.5</u>	# <u>1</u> % <u>5.3</u>
OVERALL AVAILABILITY:		% <u>63.3</u>	% <u>14.2</u>	% <u>4.6</u>	% <u>3.7</u>	% <u>5.7</u>
UNDERUTILIZATION:		% <u>5.4</u> # <u>1.0</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>0.4</u> # <u>0.1</u> UU <u>0</u>

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit: English

Constituent Departments: English

Job Group: Professorial

Job Titles: Professor; Associate Professor; and Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

English Language and Literature/Letters

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
63.3	14.2	4.6	3.7	5.7

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Fine, Applied Arts, and Media		CONSTITUENT DEPARTMENTS: Humanities-Visual and Performing Arts				
EEO CATEGORY: FACULTY		Job Titles: Professor and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	48.8	15.3	3.7	3.2	7.9
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>6</u> No. Male: <u>4</u> No. Female: <u>2</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>2</u> % <u>33.3</u>	# <u>1</u> % <u>16.7</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>16.7</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>48.8</u>	% <u>15.3</u>	% <u>3.7</u>	% <u>3.2</u>	% <u>7.9</u>
UNDERUTILIZATION:		% <u>15.5</u> # <u>0.9</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.7</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>7.9</u> # <u>0.5</u> UU <u>1</u>

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit: Fine, Applied Arts, and Media

Constituent Departments: Humanities-Visual and Performing Arts

Job Group: Professorial

Job Titles: Professor and Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Visual and Performing Arts

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
48.8	15.3	3.7	3.2	7.9

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Foreign Languages		CONSTITUENT DEPARTMENTS: Humanities- Modern Languages				
EEO CATEGORY: FACULTY		Job Titles: Distinguished Professor; Professor, and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	60.2	22.9	3.3	12.2	6.7
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>5</u> No. Male: <u>4</u> No. Female: <u>1</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>1</u> % <u>20.0</u>	# <u>4</u> % <u>80.0</u>	# <u>0</u> % <u>0.0</u>	# <u>4</u> % <u>80.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>60.2</u>	% <u>22.9</u>	% <u>3.3</u>	% <u>12.2</u>	% <u>6.7</u>
UNDERUTILIZATION:		% <u>40.2</u> # <u>2.0</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.3</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>6.7</u> # <u>0.3</u> UU <u>0</u>

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit:

Foreign Languages

Constituent Departments:

Humanities- Modern Languages

Job Group:

Professorial

Job Titles:

Distinguished Professor; Professor, and Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Foreign Languages, Literatures, and Linguistics

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
60.2	22.9	3.3	12.2	6.7

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**
 Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Health Professions		CONSTITUENT DEPARTMENTS: Allied Health Sciences - Dental Hygiene Education- Health Education Allied Health Sciences-Nursing Allied Health Sciences- Radiological Technology				
EEO CATEGORY: FACULTY		Job Titles: Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	74.6	15.7	5.0	3.9	6.3
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: 24 No. Male: 7 No. Female: 17						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 17 % 70.8	# 13 % 54.2	# 4 % 16.7	# 6 % 25.0	# 3 % 12.5
OVERALL AVAILABILITY:		% 74.6	% 15.7	% 5.0	% 3.9	% 6.3
UNDERUTILIZATION:		% 3.8 # 0.9 UU 1	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit:

Health Professions

Constituent Departments:

Allied Health Sciences - Dental
Hygiene
Education- Health Education
Allied Health Sciences-Nursing
Allied Health Sciences- Radiological
Technology

Job Group:

Professorial

Job Titles:

Professor; Associate Professor; and Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*.

Health Professions and Related Clinical Services

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
74.6	15.7	5.0	3.9	6.3

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**
 Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: LIBRARY		Constituent Departments:				
EEO CATEGORY: FACULTY		Job Titles: Associate Professor, Assistant Professor, Instructor				
JOB GROUP: Professorial and Non-Professorial						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	70.5	18.4	7.8	5.2	5.4
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>8</u> No. Male: <u>3</u> No. Female: <u>5</u>		If Group Total is 4 or less, then Job Group is too small to analyze				
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>5</u> % <u>62.5</u>	# <u>4</u> % <u>50.0</u>	# <u>1</u> % <u>12.5</u>	# <u>2</u> % <u>25.0</u>	# <u>1</u> % <u>12.5</u>
OVERALL AVAILABILITY:		% <u>70.5</u>	% <u>18.4</u>	% <u>7.8</u>	% <u>5.2</u>	% <u>5.4</u>
UNDERUTILIZATION:		% <u>8.0</u> # <u>0.64</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

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

LIBRARY

Professorial and Non-Professorial

JOB GROUP: ALL FACULTY ***

FACULTY Associate Professor, Assistant Professor, Instructor**SOURCE**

Factor 1: 4State Earned Degree Conferred (EDC)- M.A. and Ph.D. 2007-08* weighted at 50% and National - USN4ST EDC M.A. and Ph.D. 2007-08* weighted at 50%. Derived from NCES-Postsecondary Studies Division.

WEIGHTING

1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 05/5/2011.

Factor 1: 4State - Earned Degree Conferred (EDC) - M.A. and Ph.D. 2007-08* - Library Science.

			<u>**Total</u>	<u>Black or</u>	<u>Hispanic</u>	<u>Asian or Nat.</u>
		<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>or Latino</u>	<u>Haw. or Other</u>
				<u>American</u>		<u>Pac. Isl.</u>
Ph.D.		55.6	22.2	11.1	0.0	11.1
50% weight	0.5	(27.8)	(11.1)	(5.6)	(0.0)	(5.6)
M.A.		77.9	14.1	7.0	3.0	3.7
50% weight	0.5	(39.0)	(7.1)	(3.5)	(1.5)	(1.9)
TOTAL		66.8	18.2	9.1	1.5	7.5
weight at .20		13.4	3.6	1.8	0.3	1.5

National - USN4ST (EDC) - M.A. and Ph.D. 2007-08* - Library Science.

			<u>**Total</u>	<u>Black or</u>	<u>Hispanic</u>	<u>Asian or Nat.</u>
		<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>or Latino</u>	<u>Haw. or Other</u>
				<u>American</u>		<u>Pac. Isl.</u>
Ph.D.		61.3	22.6	9.7	6.5	6.5
50% weight	0.5	(30.7)	(11.3)	(4.9)	(3.3)	(3.3)
M.A.		81.4	14.4	5.1	5.5	3.2
50% weight	0.5	(40.7)	(7.2)	(2.6)	(2.8)	(1.6)
TOTAL		71.4	18.5	7.5	6.1	4.9
weight at .80		57.1	14.8	6.0	4.9	3.9

Sum of 4State and	13.4	3.6	1.8	0.3	1.5
USN4ST	57.1	14.8	6.0	4.9	3.9
	70.5	18.4	7.8	5.2	5.4

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

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Math and Computer Science		CONSTITUENT DEPARTMENTS: Mathematics Business - Computer Science				
EEO CATEGORY: FACULTY		Job Titles: Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	31.8	18.6	3.8	4.5	10.1
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: 20 No. Male: 11 No. Female: 9		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 9 % 45.0	# 12 % 60.0	# 2 % 10.0	# 3 % 15.0	# 7 % 35.0
OVERALL AVAILABILITY:		% 31.8	% 18.6	% 3.8	% 4.5	% 10.1
UNDERUTILIZATION:		% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0	% NONE # 0.0 UU 0

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit: **Math and Computer Science**

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

Job Group: **Professorial**

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

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Mathematics and Statistics (weighted at 85%)
Computer and Information Sciences and Support Services (weighted at 15%)

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
31.8	18.6	3.8	4.5	10.1

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Physical Sciences		CONSTITUENT DEPARTMENTS: Natural Sciences-Physical Science				
EEO CATEGORY: FACULTY		Job Titles: Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	31.5	17.2	3.3	4.5	9.2
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>5</u> No. Male: <u>5</u> No. Female: <u>0</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>0</u> % <u>0.0</u>	# <u>5</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>60.0</u>	# <u>2</u> % <u>40.0</u>
OVERALL AVAILABILITY:		% <u>31.5</u>	% <u>17.2</u>	% <u>3.3</u>	% <u>4.5</u>	% <u>9.2</u>
UNDERUTILIZATION:		% <u>31.5</u> # <u>1.6</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.3</u> # <u>0.2</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit: **Physical Sciences**

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

Job Group: **Professorial**

Job Titles: **Assistant Professor**

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Physical Sciences

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
31.5	17.2	3.3	4.5	9.2

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: Social Science		CONSTITUENT DEPARTMENTS: Behavioral & Social Science-Behavioral Sciences Behavioral & Social Science-Social Sciences				
EEO CATEGORY: FACULTY		Job Titles: Professor; Associate Professor; and Assistant Professor				
JOB GROUP: PROFESSORIAL						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	51.7	21.3	6.3	5.9	8.7
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>9</u> No. Male: <u>6</u> No. Female: <u>3</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>3</u> % <u>33.3</u>	# <u>4</u> % <u>44.4</u>	# <u>1</u> % <u>11.1</u>	# <u>3</u> % <u>33.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>51.7</u>	% <u>21.3</u>	% <u>6.3</u>	% <u>5.9</u>	% <u>8.7</u>
UNDERUTILIZATION:		% <u>18.4</u> # <u>1.7</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>8.7</u> # <u>0.8</u> UU <u>1</u>

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

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2012

Affirmative Action Unit:

Social Science

Constituent Departments:

**Behavioral & Social Science-
Behavioral Sciences
Behavioral & Social Science-Social
Sciences**

Job Group:

Professorial

Job Titles:

Professor; Associate Professor; and Assistant Professor

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2007 - 08* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5//2011.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2007 - 08*

Social Sciences

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
51.7	21.3	6.3	5.9	8.7

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



DOCTORATE degree conferred by Title IV participating institutions **2007-2008**

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals.

Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and USn4ST is weighted at 80%.

	<u>AM.IND./</u> <u>AL.NAT.</u>	<u>BLACK</u> <u>NON-HISP.</u>	<u>ASIAN/</u> <u>PAC. ISL.</u>	<u>HISPANIC</u>	<u>TOTAL</u> <u>MINORITY</u>	<u>FEMALE</u>
Agriculture, Agriculture Operations and Related Sciences	0.5%	3.9%	7.4%	2.9%	14.7%	41.1%
Architecture and Related Services	0.0%	9.4%	23.6%	5.5%	38.5%	52.1%
Area, Ethnic, Cultural, and Gender Studies	3.8%	19.6%	5.9%	6.6%	35.8%	61.6%
Biological and Biomedical Sciences	0.4%	5.0%	12.5%	5.3%	23.2%	51.3%
Business, Management, Marketing, & Related Support Services	0.9%	14.9%	7.9%	3.8%	27.5%	41.5%
Communication, Journalism, and Related Programs	0.8%	12.3%	5.2%	4.2%	22.5%	60.8%
Communications Technologies/Technicians and Support Services	0.0%	10.0%	0.0%	0.0%	10.0%	10.0%
Computer and Information Sciences and Support Services	0.0%	4.4%	15.1%	2.1%	21.5%	21.3%
Construction Trades	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Education	0.8%	17.9%	3.9%	5.4%	28.0%	67.9%
Engineering	0.5%	4.3%	17.0%	4.4%	26.3%	25.4%
Engineering Technologies/Technicians	0.0%	6.2%	6.2%	0.0%	12.3%	12.3%
English Language and Literature/Letters	0.2%	4.6%	5.7%	3.7%	14.2%	63.3%
Family and Consumer Sciences/Human Sciences	0.4%	17.3%	4.5%	4.7%	26.9%	77.0%
Foreign Languages, Literatures, and Linguistics	0.6%	3.3%	6.7%	12.2%	22.9%	60.2%
Health Professions and Related Clinical Sciences	0.5%	5.0%	6.3%	3.9%	15.7%	74.6%
History	0.8%	7.5%	3.6%	5.3%	17.2%	43.6%
Legal Professions and Studies	0.0%	7.7%	12.9%	2.6%	23.2%	58.7%
Liberal Arts and Sciences, General Studies and Humanities	1.6%	19.4%	0.0%	3.1%	24.1%	58.6%
Library Science	0.0%	10.0%	7.4%	5.2%	22.5%	60.1%
Mathematics and Statistics	0.3%	3.7%	9.2%	4.9%	18.1%	33.6%
Mechanic and Repair Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Military Technologies	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Multi/Interdisciplinary Studies	0.9%	7.3%	9.1%	5.7%	22.9%	55.8%
Natural Resources and Conservation	1.5%	3.8%	6.3%	2.2%	13.7%	42.4%
Parks, Recreation, Leisure and Fitness Studies	0.5%	3.9%	3.3%	3.3%	11.0%	47.3%
Personal and Culinary Services	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Philosophy and Religious Studies	0.8%	6.4%	7.2%	2.4%	16.8%	30.3%
Physical Sciences	0.3%	3.3%	9.2%	4.5%	17.2%	31.5%
Precision Production	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Psychology	0.8%	7.1%	6.3%	6.5%	20.8%	72.9%
Public Administration and Social Service Professions	0.7%	16.2%	6.4%	6.2%	29.5%	67.0%
Science Technologies/Technicians	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%
Security and Protective Services	1.4%	15.5%	5.6%	2.8%	25.3%	59.0%
Social Sciences	0.4%	6.3%	8.7%	5.9%	21.3%	51.7%
Theology and Religious Vocations	0.1%	15.9%	7.2%	2.0%	25.2%	24.8%
Transportation and Materials Moving	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Visual and Performing Arts	0.5%	3.7%	7.9%	3.2%	15.3%	48.8%
TOTAL ALL FIELDS	0.7%	7.7%	9.7%	5.2%	23.2%	54.9%

APPENDIX B12 – B13

FACULTY: LECTURERS

UTILIZATION ANALYSIS WORKSHEET Four Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2012

AFFIRMATIVE ACTION UNIT: Education		CONSTITUENT DEPARTMENTS: College Discovery Counseling Center Language and Cognition-English as a Second Language				
EEO CATEGORY: FACULTY		Job Titles: Lecturer				
JOB GROUP: NON-PROFESSORIAL - LECTURER						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	79.3	13.3	5.4	5.1	2.1
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>8</u> No. Male: <u>1</u> No. Female: <u>7</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>7</u> % <u>87.5</u>	# <u>6</u> % <u>75.0</u>	# <u>1</u> % <u>12.5</u>	# <u>5</u> % <u>62.5</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>79.3</u>	% <u>13.3</u>	% <u>5.4</u>	% <u>5.1</u>	% <u>2.1</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.1</u> # <u>0.2</u> UU <u>0</u>

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

FACTOR / SOURCE SHEET - LECTURER

FALL, 2012

Affirmative Action Unit: Education

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

Job Group: LECTURER

Job Titles: Lecturer

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2007-08* - 4State weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5/5/2011.

Factor 1: EDC - BA. 2007 - 08* 4States (CT,NJ,NY,PA) and US Non-4ST.

Education

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
79.3	13.3	5.4	5.1	2.1

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

UTILIZATION ANALYSIS WORKSHEET

Four Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2012

AFFIRMATIVE ACTION UNIT: English		CONSTITUENT DEPARTMENTS: English				
EEO CATEGORY: FACULTY		Job Titles: Lecturer				
JOB GROUP: NON-PROFESSORIAL - LECTURER						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	68.6	19.9	7.9	6.6	4.8
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>5</u> No. Male: <u>2</u> No. Female: <u>3</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>3</u> % <u>60.0</u>	# <u>3</u> % <u>60.0</u>	# <u>3</u> % <u>60.0</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>68.6</u>	% <u>19.9</u>	% <u>7.9</u>	% <u>6.6</u>	% <u>4.8</u>
UNDERUTILIZATION:		% <u>8.6</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>6.6</u> # <u>0.3</u> UU <u>0</u>	% <u>4.8</u> # <u>0.2</u> UU <u>0</u>

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

FACTOR / SOURCE SHEET - LECTURER

FALL, 2012

Affirmative Action Unit: English

Constituent Departments: English

Job Group: LECTURER

Job Titles: Lecturer

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor	EDC - BA. 2007-08* - 4State weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5/5/2011.

Factor 1: EDC - BA. 2007 - 08* 4States (CT,NJ,NY,PA) and US Non-4ST.

English

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
68.6	19.9	7.9	6.6	4.8

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



BACHELOR degree conferred by Title IV participating institutions 2007-2008

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals.

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

	<u>AM.IND./</u> <u>AL.NAT.</u>	<u>BLACK</u> <u>NON-HISP.</u>	<u>ASIAN/</u> <u>PAC. ISL.</u>	<u>HISPANIC</u>	<u>TOTAL</u> <u>MINORITY</u>	<u>FEMALE</u>
Agriculture, Agriculture Operations and Related Sciences	0.5%	3.1%	3.9%	4.4%	11.8%	52.7%
Architecture and Related Services	0.4%	5.2%	9.1%	10.4%	25.1%	42.6%
Area, Ethnic, Cultural, and Gender Studies	1.6%	16.5%	11.5%	12.9%	42.5%	68.9%
Biological and Biomedical Sciences	0.5%	7.9%	17.1%	6.4%	32.0%	59.4%
Business, Management, Marketing, & Related Support Services	0.5%	11.6%	8.5%	8.1%	28.7%	49.1%
Communication, Journalism, and Related Programs	0.4%	10.1%	4.4%	7.1%	22.1%	63.9%
Communications Technologies/Technicians and Support Services	0.4%	11.1%	5.9%	8.3%	26.0%	32.1%
Computer and Information Sciences and Support Services	0.5%	11.4%	10.3%	7.4%	29.7%	17.3%
Construction Trades	0.0%	3.5%	3.7%	3.2%	10.4%	3.7%
Education	0.6%	5.4%	2.1%	5.1%	13.3%	79.3%
Engineering	0.4%	4.9%	14.5%	6.1%	26.0%	18.6%
Engineering Technologies/Technicians	0.6%	9.1%	5.2%	6.8%	21.7%	9.5%
English Language and Literature/Letters	0.6%	7.9%	4.8%	6.6%	19.9%	68.6%
Family and Consumer Sciences/Human Sciences	0.7%	10.4%	5.2%	6.7%	22.9%	88.4%
Foreign Languages, Literatures, and Linguistics	0.6%	4.4%	5.0%	18.1%	28.1%	72.4%
Health Professions and Related Clinical Sciences	0.6%	13.0%	7.2%	6.0%	26.8%	85.6%
History	0.6%	4.9%	3.7%	6.5%	15.8%	41.2%
Legal Professions and Studies	0.7%	21.8%	6.2%	11.5%	40.3%	68.9%
Liberal Arts and Sciences, General Studies and Humanities	1.0%	15.8%	4.2%	10.2%	31.3%	64.4%
Library Science	0.0%	1.8%	0.0%	0.0%	1.8%	90.8%
Mathematics and Statistics	0.4%	5.4%	10.4%	5.6%	21.8%	46.0%
Mechanic and Repair Technologies/Technicians	1.6%	8.2%	4.7%	7.6%	22.1%	4.8%
Military Technologies	0.0%	21.4%	0.0%	0.0%	21.4%	21.4%
Multi/Interdisciplinary Studies	0.6%	8.5%	9.4%	9.6%	28.1%	62.3%
Natural Resources and Conservation	0.8%	2.1%	3.0%	4.8%	10.7%	46.0%
Parks, Recreation, Leisure and Fitness Studies	0.5%	9.3%	2.9%	5.4%	18.1%	44.7%
Personal and Culinary Services	2.0%	9.6%	3.2%	5.3%	20.3%	55.6%
Philosophy and Religious Studies	0.5%	6.1%	6.1%	6.2%	18.8%	38.9%
Physical Sciences	0.6%	5.3%	10.5%	4.9%	21.2%	40.8%
Precision Production	0.0%	4.0%	2.0%	6.0%	12.0%	14.0%
Psychology	0.6%	11.8%	6.5%	9.6%	28.6%	77.8%
Public Administration and Social Service Professions	0.8%	25.0%	3.2%	12.4%	41.4%	82.4%
Science Technologies/Technicians	1.1%	6.0%	2.9%	13.0%	23.0%	36.7%
Security and Protective Services	0.6%	17.8%	3.1%	13.0%	34.5%	48.9%
Social Sciences	0.7%	10.9%	9.0%	9.4%	30.0%	51.7%
Theology and Religious Vocations	0.2%	5.0%	1.6%	2.7%	9.5%	27.3%
Transportation and Materials Moving	0.4%	11.7%	7.1%	11.6%	30.8%	17.7%
Visual and Performing Arts	0.6%	6.1%	6.8%	7.2%	20.7%	61.3%
TOTAL ALL FIELDS	0.6%	10.0%	7.4%	7.8%	25.7%	57.6%

APPENDIX B14
PROFESSIONAL/NON FACULTY

UTILIZATION ANALYSIS WORKSHEET Two Factor Availability						
AFFIRMATIVE ACTION UNIT: ADMINISTRATION III				College: <u>Eugenio Maria de Hostos Community College</u> Semester/Year: <u>FALL, 2012</u>		
EEO CATEGORY: PROFESSIONAL/NON-FACULTY				Job Titles: Higher Education assistant (HEa) Assistant to Higher Education Officer (aHEO)		
ROUP: ADMINISTRATION III						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.70	40.4	17.7	7.0	5.2	5.3
2. % of Minorities/Females promotable, transferable, or trainable	0.30	22.0	19.1	9.8	5.1	4.1
GROUP TOTAL NO.: <u>51</u> No. Male: <u>20</u> No. Female: <u>31</u>		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>31</u> % <u>60.8</u>	# <u>43</u> % <u>84.3</u>	# <u>13</u> % <u>25.5</u>	# <u>27</u> % <u>52.9</u>	# <u>3</u> % <u>5.9</u>
OVERALL AVAILABILITY:		% <u>62.4</u>	% <u>36.8</u>	% <u>16.8</u>	% <u>10.3</u>	% <u>9.4</u>
UNDERUTILIZATION:		% <u>1.6</u> # <u>0.8</u> UU <u>1</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.5</u> # <u>1.8</u> UU <u>2</u>

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

FACTOR / SOURCE SHEET

FALL, 2012

ADMINISTRATION III:

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

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	4STATES EDC - Bachelors 2007-08*	0.7
Factor 2	CUNY Survey - selected titles & criteria-Source April 15 2010 Access miniflat fil	0.3

Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 5/5/11.

Factor 1: 4STATES EDC Bachelors 2007-08*

		<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
		57.7	25.3	10.0	7.4	7.6
multiply by weight -	0.7	40.4	17.7	7.0	5.2	5.3

Factor 2: CUNY - Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles. Selected criteria from April 15, 2010 CUPS Access miniflat file.

		<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>TOTAL</u>
College Asst. (holding BA degree or higher in title only)		278	222	126	59	34	313
Gittlesons (holding BA degree or higher in title only)		221	212	96	56	60	368
		499	434	222	115	94	681
		73.3	63.7	32.6	16.9	13.8	
multiply by weight -	0.3	22.0	19.1	9.8	5.1	4.1	
OVERALL AVAILABILITY		62.4	36.8	16.8	10.3	9.4	

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

APPENDIX B15 – B16
SECRETARIAL/CLERICAL

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: CUNY ADMINISTRATIVE ASSISTANT		Constituent Departments:				
EEO CATEGORY: Secretarial and Clerical		Job Titles: CUNY Administrative Assistants				
JOB GROUP: CUNY ADMINISTRATIVE ASSISTANT						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.						
2. % of Minorities/Females promotable, transferable, or trainable.	1.00	93.6	67.2	36.8	23.7	6.4
GROUP TOTAL NO.: 11 No. Male: 3 No. Female: 8						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 8 % <u>72.7</u>	# 10 % <u>90.9</u>	# 7 % <u>63.6</u>	# 3 % <u>27.3</u>	# 0 % <u>0.0</u>
OVERALL AVAILABILITY:		% 93.6	% 67.2	% 36.8	% 23.7	% 6.4
UNDERUTILIZATION:		% <u>20.9</u> # <u>2.30</u> UU <u>2</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>6.4</u> # <u>0.70</u> UU <u>1</u>

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

FALL, 2012

CUNY ADMINISTRATIVE ASSISTANT
Secretarial and Clerical

**CUNY ADMINISTRATIVE
ASSISTANT**

CUNY Administrative Assistants

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N/A	0.0
Factor 2: CUNY Survey Fall 2009 - The CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles. The Fall 2009 Survey with selected titles closely approximates the pool of candidates eligible for the position.	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>93.6</u>	<u>67.2</u>	<u>36.8</u>	<u>23.7</u>	<u>6.4</u>

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**
 Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: CUNY OFFICE/SECRETARIAL ASSISTANT:		Constituent Departments:				
EEO CATEGORY: Secretarial and Clerical		Job Titles: CUNY Office/Secretarial Assistant (all levels)				
JOB GROUP: CUNY OFFICE/SECRETARIAL ASSISTANT						
FACTORS:	Weighting	Females	**Total Minority	Blacks	Hispanics	Asian/ Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	92.8	31.8	14.7	13.0	3.6
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: 50 No. Male: 3 No. Female: 47						
		Females	**Total	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 47 % 94.0	# 49 % 98.0	# 13 % 26.0	# 35 % 70.0	# 1 % 2.0
OVERALL AVAILABILITY:		% 92.8	% 31.8	% 14.7	% 13.0	% 3.6
UNDERUTILIZATION:		% NONE # 0.00 UU 0	% NONE # 0.00 UU 0	% NONE # 0.00 UU 0	% NONE # 0.00 UU 0	% 1.6 # 0.80 UU 1

**Total Minority includes Blacks, Hispanics, Asian/Pacific Islanders, and Am. Ind./Al. Natives.

FALL, 2012

CUNY OFFICE/SECRETARIAL ASSISTANT

Secretarial and Clerical

CUNY OFFICE/SECRETARIAL ASSISTANT:

CUNY Office/Secretarial Assistant (all levels)

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, Secretaries, and Administrative Assistants (570); Word Processors and Typists (582); and Office Administrative Support Workers, all other (593).	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>92.8</u>	<u>31.8</u>	<u>14.7</u>	<u>13.0</u>	<u>3.6</u>

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

APPENDIX B17 – B18
TECHNICAL/PARAPROFESSIONAL

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

NOTE: Please weight depending on the number of employees in fields.

College: **Eugenio Maria de Hostos Community College**Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: ADMINISTRATION IV		Constituent Departments: HEALTH SCIENCE TECH.-BROADCASTING/COMM. BUS. MNGMNT./ SERV. OCC.				
EEO CATEGORY: TECHNICAL / PARAPROFESSIONAL		Job Titles: COLLEGE LAB TECHNICIANS (CLTs) Senior College Lab Tech. College Lab Tech.				
JOB GROUP: ADMINISTRATION IV						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Combination of NYC @.9 & EDC BA 4St @.1	35.2	48.4	16.5	12.0	17.7
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: 13 No. Male: 8 No. Female: 5		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 5 % 38.5	# 11 % 84.6	# 2 % 15.4	# 9 % 69.2	# 0 % 0.0
OVERALL AVAILABILITY:		% 35.2	% 48.4	% 16.5	% 12.0	% 17.7
UNDERUTILIZATION:		% NONE # 0.0 UU 0	% NONE # 0.00 UU 0	% 1.1 # 0.14 UU 0	% NONE # 0.00 UU 0	% 17.7 # 2.30 UU 2

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

FALL, 2012

ADMINISTRATION IV: College Laboratory Technician Series

ADMINISTRATION IV: (titles listed below)

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

Overall Availability Data for the following main areas/fields are provided in the TAB: ADM 4 Factors AD F2010

- * ^^ Health Technologist & Technicians
- * ^^ Engineering & Related Technologists & Technicians
- * ^^ Science Technicians
- * ^^ Computer Technicians
- * ^^ Broadcasting Equipment / Communications Technicians
- * ^^ Business & Management / Service Occupations

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

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

This section requires numbers to be entered onto the cells which indicate "ENTER".

If there are NO employees, please enter the number zero (0).

The workforce numbers entered here will automatically be loaded on the TAB: ADM 4 UAW F2010 worksheet.

Please input Workforce numbers (# of technicians in area/field) in cells H23 to H28.

In cells N29, N31, N33, N35, N37, N39, enter Workforce numbers by Gender and Ethnicity. Cells N29 and N31 will be highlighted in RED if total does not equal cell H29

These dotted border cells require a number entry to compute % of technicians in area/field.

AREA/FIELD	# of technicians in area/field	TOTAL # of Technicians	% of technicians in area/field	Male	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
* ^^ Health	3	13	23%						
* ^^ Engineering	0	13	0%						
* ^^ Science	3	13	23%						
* ^^ Computers	0	13	0%						
* ^^ Broadcasting/Communications	3	13	23%						
* ^^ Bus. & Mngmnt / Serv. Occupations	4	13	31%						
TOTAL Number of CLTs	13								

This gray shaded area is protected and does not require data.

Cells below with dotted border, require a number entry in order for the "Current Utilization" on the ADM 4 Factors F2010 worksheet to be calculated.

OVERALL AVAILABILITY: (from TAB - ADM 4 Factors AD F2010.)	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
Health	54.2	63.0	30.3	13.9	15.5
Engineering	14.7	59.3	21.8	17.7	15.5
Science	49.3	51.5	17.1	18.1	12.7
Computers	24.7	47.6	12.9	9.8	21.5
Broadcasting/Communications	16.0	39.6	17.5	13.8	5.5
Bus. & Mngmnt / Serv. Occupations	24.9	42.0	5.1	4.5	32.0

This section computes the weighted Overall Availability (OA) for each area with the percentage of employees and totals the OA for all areas/fields. The information in the cells of the dotted bordered box will automatically be used for calculating the underutilization on ADM 4 UAW F2010 worksheet.

Weighted Overall Availability of the areas by % of employees	% of technicians in area/field	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
Health	23%	12.5	14.5	7.0	3.2	3.6
Engineering	0%	0.0	0.0	0.0	0.0	0.0
Science	23%	11.3	11.8	3.9	4.2	2.9
Computers	0%	0.0	0.0	0.0	0.0	0.0
Broadcasting/Communications	23%	3.7	9.1	4.0	3.2	1.3
Bus. & Mngmnt / Serv. Occupations	31%	7.7	13.0	1.6	1.4	9.9
TOTAL OVERALL AVAILABILITY (OA)		35.2	48.4	16.5	12.0	17.7

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

FALL, 2012

NOTE: The Overall Availability is used by weighting these Areas/Fields by the number of employees that the college has.

(Worksheet TAB ADM 4 Factors allows for computation of employees by entering the college workforce numbers and computes the TOTAL Overall Availability for Administration IV)

ADMINISTRATION IV: College Lab Technicians (CLTs): Chief CLT, Senior CLT, and CLT

FACTORS	SOURCES	WEIGHT
Factor 1	New York City US Census 2000 (select occupations)	1.0
Factor 2	EDC 4States (CT, NJ, NY, & PA) 2007 - 08	

Note: Due to formatting of cells, percentages are rounded up or down.

HEALTH TECHNOLOGISTS & TECHNICIANS		FEMALE	**TOTAL MINORITY	Black or African American	HISPANIC or LATINO	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
Factor 1:	Miscellaneous Health Technologists and Technicians	1,031	1,253	585	257	360	1,935
	Other Healthcare Practitioners and Technical Occupations	397	623	314	158	98	875
		1,428	1,876	899	415	458	2,810
		50.8	66.8	32.0	14.8	16.3	
Factor 1 weighted @ .9		45.7	60.1	28.8	13.3	14.7	
Factor 2:	Health Professions and Related Clinical Sciences	13,694	4,701	2,390	911	1,357	16,041
		85.4	29.3	14.9	5.7	8.5	
Factor 2 weighted at .1		8.5	2.9	1.5	0.6	0.8	
Factors 1 and 2 Health Tech. & Tech.		54.2	63.0	30.3	13.9	15.5	
ENGINEERING & RELATED TECHNOLOGISTS & TECHNICIANS		FEMALE	**TOTAL MINORITY	Black or African American	HISPANIC or LATINO	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
Factor 1:	Engineering Technicians, Except Drafters	782	3,256	1,194	969	845	5,125
		15.3	63.5	23.3	18.9	16.5	
Factor 1 weighted @ .9		13.8	57.2	21.0	17.0	14.9	
Factor 2:	Engineering Technologies/Technicians	157	366	142	115	104	1,725
		9.1	21.2	8.2	6.7	6.0	
Factor 2 weighted at .1		0.9	2.1	0.8	0.7	0.6	
Factors 1 and 2 Eng. & Related Tech. & Tech.		14.7	59.3	21.8	17.7	15.5	
SCIENCE TECHNICIANS		FEMALE	**TOTAL MINORITY	Black or African American	HISPANIC or LATINO	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
Factor 1:	Biological Technicians	79	185	40	35	70	505
	Chemical Technicians	192	380	140	162	53	505
	Miscellaneous Life, Physical and Social Science Technicians, Incl. Soc. Sci Research Asst. & Nuclear Tech. Geological and Petroleum Technicians	1,994	1,804	619	590	478	3,340
		48	53	14	39	0	80
		2,313	2,422	813	826	601	4,430
		52.2	54.7	18.4	18.6	13.6	
Factor 1 weighted @ .9		47.0	49.2	16.6	16.7	12.2	
Factor 2:	Science Technologies/Technicians	5	5	1	3	1	22
		22.7	22.7	4.5	13.6	4.5	
Factor 2 weighted at .1		2.3	2.3	0.5	1.4	0.5	
Factors 1 and 2 Science Tech.		49.3	51.5	17.1	18.1	12.7	
COMPUTER TECHNICIANS		FEMALE	**TOTAL MINORITY	Black or African American	HISPANIC or LATINO	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
Factor 1:	Computer Support Specialist	2,513	4,721	1,795	1,065	1,534	8,270
	Comp. Software Engineers	2,573	4,916	790	925	2,799	11,115
	Comp. Hardware Engineers	264	745	164	123	364	1,500
		5,350	10,382	2,749	2,113	4,697	20,885
		25.6	49.7	13.2	10.1	22.5	6,962
Factor 1 weighted @ .9		23.0	44.7	11.9	9.1	20.3	
Factor 2:	Computer and Information Sciences and Support Services	960	1,619	560	398	641	5,492
		17.5	29.5	10.2	7.2	11.7	
Factor 2 weighted at .1		1.7	2.9	1.0	0.7	1.2	
Factors 1 and 2 Computer Tech.		24.7	47.6	12.9	9.8	21.5	
BROADCASTING EQUIPMENT / COMMUNICATIONS TECHNICIANS		FEMALE	**TOTAL MINORITY	Black or African American	HISPANIC or LATINO	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
Factor 1:	Broadcast/Sound Eng. Tech/Radio Op./Other Media/Comm. Equip.	625	1,864	814	656	250	4,525
		13.8	41.2	18.0	14.5	5.5	
Factor 1 weighted @ .9		12.4	37.1	16.2	13.1	5.0	
Factor 2:	Communication Technologies/Technicians and Support Services	207	144	73	38	31	576
		35.9	25.0	12.7	6.6	5.4	
Factor 2 weighted at .1		3.6	2.5	1.3	0.7	0.5	
Factors 1 and 2 Broadcasting Equip./ Comm. Tech.		16.0	39.6	17.5	13.8	5.5	
BUSINESS & MANAGEMENT SERVICE OCCUPATIONS		FEMALE	**TOTAL MINORITY	Black or African American	HISPANIC or LATINO	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
Factor 1:	Agricultural and Food Science Technicians	18	38	4	4	30	85
		21.2	44.7	4.7	4.7	35.3	
Factor 1 weighted @ .9		19.1	40.2	4.2	4.2	31.8	
Factor 2:	Personal and Culinary Services	51	16	8	3	2	88
		58.0	18.2	9.1	3.4	2.3	
Factor 2 weighted at .1		5.8	1.8	0.9	0.3	0.2	
Factors 1 and 2 Bus. & Management & Service Occ.		24.9	42.0	5.1	4.5	32.0	

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

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**
 Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: COMPUTER SPECIALISTS		Constituent Departments:				
EEO CATEGORY: Technical/Paraprofessional		Job Titles: IT Senior Associate IT Associate IT Assistant IT Support Assistant				
JOB GROUP: COMPUTER SPECIALISTS						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	29.6	36.3	9.1	7.1	19.9
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>24</u> No. Male: <u>20</u> No. Female: <u>4</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:	# <u>4</u> % <u>16.7</u>	# <u>21</u> % <u>87.5</u>	# <u>1</u> % <u>4.2</u>	# <u>16</u> % <u>66.7</u>	# <u>4</u> % <u>16.7</u>	
OVERALL AVAILABILITY:	% <u>29.6</u>	% <u>36.3</u>	% <u>9.1</u>	% <u>7.1</u>	% <u>19.9</u>	
UNDERUTILIZATION:	% <u>13.0</u> # <u>3.12</u> UU <u>3</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>4.9</u> # <u>1.18</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>3.2</u> # <u>0.77</u> UU <u>1</u>	

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

COMPUTER SPECIALISTS

Technical/Paraprofessional

COMPUTER SPECIALIST:

IT Senior Associate
IT Associate
IT Assistant
IT Support Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: U.S. 2000 Census - NY, NJ, CT, PA - CMSA - Computer Scientist Systems Analyst (100); Computer Programmer (101); Computer Software Engineers (102); Computer Support Specialists (104); Database Administrator (106); Network & Computer Systems Administrators (110); Network Systems & Data Communication Analysts (111); Computer Hardware Engineers (140); Computer Operators (580); and Computer Control Programmers and Operators (790).	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>29.6</u>	<u>36.3</u>	<u>9.1</u>	<u>7.1</u>	<u>19.9</u>

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

APPENDIX B-19

SKILLED CRAFTS

UTILIZATION ANALYSIS WORKSHEET

APPENDIX B-19

Two Factor Availability

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

Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: SKILLED TRADES/CRAFTS		Constituent Departments:				
EEO CATEGORY: Skilled Crafts		Job Titles: <div style="display: flex; justify-content: space-between;"> <div> Carpenter Laborer Electrician Electrician's Helper High Pressure Plant Tender Locksmith </div> <div> Maintenance Worker Oiler Painter Plumber Plumber Helper Thermostat Repairer </div> <div> Stationary Engineer </div> </div>				
JOB GROUP: SKILLED TRADES/CRAFTS						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	2.7	36.2	11.3	20.9	3.6
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: 26 No. Male: 26 No. Female: 0		If Group Total is 4 or less, then Job Group is too small to analyze				
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:	# <u>0</u> % <u>0.0</u>	# <u>9</u> % <u>34.6</u>	# <u>3</u> % <u>11.5</u>	# <u>5</u> % <u>19.2</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>2.7</u>	% <u>36.2</u>	% <u>11.3</u>	% <u>20.9</u>	% <u>3.6</u>	
UNDERUTILIZATION:	% <u>2.7</u> # <u>0.70</u> UU <u>1</u>	% <u>1.6</u> # <u>0.41</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>1.6</u> # <u>0.42</u> UU <u>0</u>	% <u>3.6</u> # <u>0.94</u> UU <u>1</u>	

INCLUDES ONE AMERICAN INDIAN

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

FALL, 2012

SKILLED TRADES/CRAFTS

Skilled Crafts

SKILLED

TRADES/CRAFTS:

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

SOURCE

Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA (selected occupations).

WEIGHTING

1.0

Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "Stationary Engineer & Boiler Operator" (861), "Carpenters" (623), "Electricians" (635), "Painters, Construction Maintenance" (642), "Plumber" (644), "Machinist" (803), "Construction Manager" (22), "Automotive Service Technicians & Mechanics" (720), "Elevator Installer & Repairer" (670), "Roofer" (651), "Cement Mason, Concrete Finishers & Terrazzo Worker" (625), "Locksmith" (754), "Plasters and Stucco Mason" (646), "Laborer" (626), "Maintenance and Repairer Workers, General" (734), and "Maintenance Workers, Machinery" (735).

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>2.7</u>	<u>36.2</u>	<u>11.3</u>	<u>20.9</u>	<u>3.6</u>

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

APPENDIX B-20 – B-23
SERVICE/MAINTENANCE

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

APPENDIX B-20

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

Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: CAMPUS PUBLIC SAFETY SERGEANT		Constituent Departments:				
EEO CATEGORY: Service/Maintenance		Job Titles: Campus Public Safety Sergeant Campus Security Specialist				
JOB GROUP: CAMPUS PUBLIC SAFETY SERGEANT						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.						
2. % of Minorities/Females promotable, transferable, or trainable	1.00	23.6	88.7	56.1	24.3	7.8
GROUP TOTAL NO.: <u>7</u> No. Male: <u>5</u> No. Female: <u>2</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>2</u> % <u>28.6</u>	# <u>7</u> % <u>100.0</u>	# <u>4</u> % <u>57.1</u>	# <u>3</u> % <u>42.9</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>23.6</u>	% <u>88.7</u>	% <u>56.1</u>	% <u>24.3</u>	% <u>7.8</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>7.8</u> # <u>0.55</u> UU <u>1</u>

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

FALL, 2012

CAMPUS PUBLIC SAFETY SERGEANT

formerly - Campus Peace/Security Officer Level 3
Service/Maintenance

CAMPUS PUBLIC SAFETY SERGEANT

Campus Public Safety Sergeant
Campus Security Specialist

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

Factor 2: CUNY Permanent Campus Peace Officer Level 1 and 2 with a selected Date of Appointment to Title closely approximates those candidates eligible to apply for the exam. The Campus Public Safety Sergeant list was established on November 12, 2008 from the test given on August 23, 2008, therefore, those from the Spring 2008 CUPS miniflat file was used to select those eligible to take the exam.
Source: miniflat file April 15, 2008.

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>23.6</u>	<u>88.7</u>	<u>56.1</u>	<u>24.3</u>	<u>7.8</u>

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

UTILIZATION ANALYSIS WORKSHEET

APPENDIX B-21

Two Factor Availability

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

Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: CAMPUS PEACE/SECURITY OFFICER LEVEL 1		Constituent Departments:				
EEO CATEGORY: Service/Maintenance		Job Titles: Campus Peace/Security Officer Level 1 Campus Security Assistant				
JOB GROUP: CAMPUS PEACE/SECURITY OFFICER LEVEL 1						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	23.7	66.1	40.2	22.0	3.5
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>32</u> No. Male: <u>22</u> No. Female: <u>10</u>		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>10</u> % <u>31.3</u>	# <u>29</u> % <u>90.6</u>	# <u>17</u> % <u>53.1</u>	# <u>10</u> % <u>31.3</u>	# <u>2</u> % <u>6.3</u>
OVERALL AVAILABILITY:		% <u>23.7</u>	% <u>66.1</u>	% <u>40.2</u>	% <u>22.0</u>	% <u>3.5</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

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

FALL, 2012

CAMPUS PEACE/SECURITY OFFICER LEVEL 1

Service/Maintenance

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

Campus Peace/Security Officer Level 1
Campus Security Assistant

SOURCE

WEIGHTING

Factor 1: 2000 U.S. Census EEO Occupation Groups - Residence Geography, New York City -
Protective Services Workers.

1.0

	<u>**Total</u>	<u>Black or</u>		<u>Asian or Nat.</u>
	<u>Minority</u>	<u>African</u>	<u>Hispanic</u>	<u>Haw. or Other</u>
<u>Female</u>		<u>American</u>	<u>or Latino</u>	<u>Pac. Isl.</u>
<u>23.7</u>	<u>66.1</u>	<u>40.2</u>	<u>22.0</u>	<u>3.5</u>

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

UTILIZATION ANALYSIS WORKSHEET

APPENDIX B-22

Two Factor Availability

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

Semester/Year: **FALL, 2012**

AFFIRMATIVE ACTION UNIT: CUSTODIAL SUPERVISORY		Constituent Departments:				
EEO CATEGORY: Service/Maintenance		Job Titles: Custodial Principal Supervisor Custodial Assistant Principal Supervisor Custodial Senior Supervisor Custodial Supervisor				
JOB GROUP: CUSTODIAL SUPERVISORY						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	28.6	53.9	18.8	32.8	2.1
2. % of Minorities/Females promotable, transferable, or trainable.						
GROUP TOTAL NO.: <u>6</u> No. Male: <u>5</u> No. Female: <u>1</u>		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>1</u> % <u>16.7</u>	# <u>6</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>	# <u>6</u> % <u>100.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>28.6</u>	% <u>53.9</u>	% <u>18.8</u>	% <u>32.8</u>	% <u>2.1</u>
UNDERUTILIZATION:		% <u>11.9</u> # <u>0.71</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>18.8</u> # <u>1.13</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.1</u> # <u>0.13</u> UU <u>0</u>

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

FALL, 2012

CUSTODIAL SUPERVISORY
Service/Maintenance

**CUSTODIAL
SUPERVISORY:**

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

SOURCE

Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "First Line Supervisors/Managers of Housekeeping/Janitorial Workers (420)

WEIGHTING

1.0

Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "First Line Supervisors/Managers of Housekeeping/Janitorial Workers (420)

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>28.6</u>	<u>53.9</u>	<u>18.8</u>	<u>32.8</u>	<u>2.1</u>

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

UTILIZATION ANALYSIS WORKSHEET

APPENDIX B-23

Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2012

AFFIRMATIVE ACTION UNIT: CUSTODIAL ASSISTANT		Constituent Departments:				
EEO CATEGORY: Service/Maintenance		Job Titles: Custodial Assistant				
JOB GROUP: CUSTODIAL ASSISTANT						
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	23.1	63.2	20.5	39.8	2.5
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>37</u> No. Male: <u>29</u> No. Female: <u>8</u>						
		Females	** Total Minority	Black or African American	Hispanics or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>8</u> % <u>21.6</u>	# <u>37</u> % <u>100.0</u>	# <u>13</u> % <u>35.1</u>	# <u>24</u> % <u>64.9</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>23.1</u>	% <u>63.2</u>	% <u>20.5</u>	% <u>39.8</u>	% <u>2.5</u>
UNDERUTILIZATION:		% <u>1.5</u> # <u>0.55</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.5</u> # <u>0.93</u> UU <u>1</u>

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

FALL, 2012

CUSTODIAL ASSISTANT
Service/Maintenance

CUSTODIAL ASSISTANT: Custodial Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "Janitors and Building Cleaners" (422)	1.0

<u>Female</u>	<u>** Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>
<u>23.1</u>	<u>63.2</u>	<u>20.5</u>	<u>39.8</u>	<u>2.5</u>

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

APPENDIX C-C1

COMPARING INCUMBENCY TO AVAILABILITY

AND ANNUAL PLACEMENT GOALS

APPENDIX C

[illegible]

Comparing Incumbency to Availability and Annual Placement Goals

APPENDIX C-1

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

Affirmative Action Units (within EEO6 Category)	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal for Females % (#)	Minority Incumbency %	Minority Availability %	Establish Goal? Yes/No	If Yes, Goal for Minorities* % (#)
3. PROFESSIONAL/NON FACULTY								
Admin 3	60.8%	62.4%	YES	62.4% (1)	84.3%	36.8%	NO	A/PI (2) 9.4%
4. SECRETARIAL/CLERICAL								
CUNY Office Assistant					98.0%	31.8%	NO	A/PI (1) 3.6%
CUNY Administrative Assistant	72.7%	93.6%	YES	93.6% (2)	90.9%	67.2%	NO	A/PI (1) 6.4%
5. TECHNICAL/PARA PROFESSIONAL								
Computer Specialists	16.7%	29.6%	YES	29.6% (3)	87.5%	36.3%	NO	BLACKS (1) 9.1% A/PI (1) 19.9%
Admin 4					84.6%	48.4%	NO	A/PI (2) 17.7%
6. SKILLED CRAFTS								
Skilled Crafts	0.0%	2.7%	YES	2.7% (1)	34.6%	36.2%	NO	A/PI (1) 3.6
7. SERVICE MAINTENANCE								
Campus Safety Sergeant					100.0%	88.7%	NO	A/PI (1) 7.8%
Custodial Supervisory	16.7%	28.6%	YES	28.6% (1)	100.0%	53.9%	NO	BLACKS (1) 18.8%
Custodial Assistant	21.6%	23.1%	YES	23.1% (1)	100.0%	63.2%	NO	A/PI (1) 2.5%

APPENDIX D – D3

HISTORICAL UNDERUTILIZATION/PROGRESS REPORT

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION
FALL, 2008 - 2012

This form is to be used if there have been NO changes in the Affirmative Action Unit or Constituent Departments from 2007 to 2011.

AAU: ADMINISTRATION 1		TOTAL #	WOMEN # uu	TOTAL MINORITY # uu	BLACK # uu	HISPANIC # uu	ASIAN/ PAC.ISL. # uu
JOB GROUP: ADMINISTRATION 1	2008	14	8 0	11 0	1 1	8 0	2 0
Constituent Dept. PRESIDENT, SEN. VICE PRESIDENT, VP,	2009	14	8 0	11 0	1 1	8 0	2 0
ASST. VP, ADMINISTRATOR, ASSOC. DEAN,	2010	16	9 0	12 0	1 1	9 0	2 0
ASSOC. ADMINISTRATOR, ASST. DEAN	2011	17	11 0	14 0	2 0	10 0	2 0
	2012	17	11 0	14 0	2 0	10 0	2 0

AAU: ADMINISTRATION 2		TOTAL #	WOMEN # uu	TOTAL MINORITY # uu	BLACK # uu	HISPANIC # uu	ASIAN/ PAC.ISL. # uu
JOB GROUP: ADMINISTRATION 2	2008	47	28 0	34 0	9 0	20 0	5 0
Constituent Dept. HIGHER EDUCATION OFFICER (HEO)	2009	47	28 0	34 0	9 0	20 0	5 0
HIGHER EDUCATION ASSOCIATE (HEA)	2010	49	27 1	35 0	10 0	20 0	5 0
	2011	49	29 0	36 0	10 0	21 0	5 0
	2012	57	34 0	42 0	13 0	23 0	6 0

AAU: ADMINISTRATION 3		TOTAL #	WOMEN # uu	TOTAL MINORITY # uu	BLACK # uu	HISPANIC # uu	ASIAN/ PAC.ISL. # uu
JOB GROUP: ADMINISTRATION 3	2008	43	26 0	34 0	7 0	25 0	2 2
Constituent Dept. HIGHER EDUCATION ASSISTANT (HEa)	2009	43	26 0	34 0	7 0	25 0	2 2
ASST. TO HEO (aHEO)	2010	54	34 0	44 0	11 0	30 0	3 2
	2011	48	30 0	40 0	10 0	27 0	3 2
	2012	51	31 1	43 0	13 0	27 0	3 2

AAU: ADMINISTRATION 4		TOTAL #	WOMEN # uu	TOTAL MINORITY # uu	BLACK # uu	HISPANIC # uu	ASIAN/ PAC.ISL. # uu
JOB GROUP: ADMINISTRATION 4	2008	15	7 0	12 0	3 0	9 0	0 2
Constituent Dept. SEN. COLLEGE LABORATORY TECHNICIAN	2009	15	7 0	12 0	3 0	9 0	0 2
COLLEGE LABORATORY TECHNICIAN	2010	15	6 0	12 0	2 0	10 0	0 3
	2011	13	5 0	11 0	2 0	9 0	0 2
	2012	13	5 0	11 0	2 0	9 0	0 2

AAU: CAMPUS PEACE/ SECURITY OFFICER LVL 1		TOTAL #	WOMEN # uu	TOTAL MINORITY # uu	BLACK # uu	HISPANIC # uu	ASIAN/ PAC.ISL. # uu
JOB GROUP: CAMPUS PEACE/SECURITY OFFICER LVL 1	2008	26	6 0	24 0	10 1	12 0	2 0
Constituent Dept. CAMPUS PEACE/SECURITY OFFICER LVL 1	2009	26	6 0	24 0	10 1	12 0	2 0
CAMPUS SECURITY ASSISTANT	2010	27	6 0	23 0	12 0	9 0	2 0
	2011	23	5 1	20 0	12 0	6 0	2 0
	2012	32	10 0	29 0	17 0	10 0	2 0

AAU: CAMPUS PUBLIC SAFETY SARGEANT		TOTAL #	WOMEN # uu	TOTAL MINORITY # uu	BLACK # uu	HISPANIC # uu	ASIAN/ PAC.ISL. # uu
JOB GROUP: CAMPUS PUBLIC SAFETY SARGEANT	2008	7	4 0	6 0	3 1	3 0	0 1
Constituent Dept. CAMPUS PUBLIC SAFETY SARGEANT	2009	7	4 0	6 0	3 1	3 0	0 1
CAMPUS SECURITY SPECIALIST	2010	7	2 0	7 0	4 0	3 0	0 1
	2011	8	2 0	8 0	4 1	4 0	0 1
	2012	7	2 0	7 0	4 0	3 0	0 1

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

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION
FALL, 2008 - 2012

This form is to be used if there have been NO changes in the Affirmative Action Unit or Constituent Departments from 2007 to 2011.

			TOTAL	WOMEN		TOTAL	MINORITY		BLACK	HISPANIC		ASIAN/ PAC.ISL.	
			#	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	COMPUTER SPECIALIST												
JOB GROUP:	COMPUTER SPECIALIST	2008	19	3	3	18	0	2	0	13	0	3	1
Constituent Dept.	IT SEN. ASSOCIATE	2009	19	3	3	18	0	2	0	13	0	3	1
	IT ASSOCIATE	2010	23	5	2	20	0	2	0	14	0	4	1
	IT ASSISTANT	2011	24	5	2	21	0	2	0	15	0	4	1
	IT SUPPORT ASSISTANT	2012	24	4	3	21	0	1	1	16	0	4	1

			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
AAU:	CUSTODIAL ASSISTANT		#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	CUSTODIAL ASSISTANT	2008	33	8	0	33	0	14	0	14	0	0	1
Constituent Dept.		2009	33	8	0	33	0	14	0	14	0	0	1
		2010	38	8	1	38	0	14	0	24	0	0	1
		2011	37	8	1	37	0	13	0	24	0	0	1
		2012	37	8	1	37	0	13	0	24	0	0	1

			TOTAL	WOMEN		TOTAL	MINORITY		BLACK	HISPANIC		ASIAN/ PAC.ISL.	
AAU:	CUSTODIAL SUPERVISORY		#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	CUSTODIAL SUPERVISORY	2008	6	1	1	6	0	1	0	5	0	0	0
Constituent Dept.	CUSTODIAL PRINCIPAL SUPERVISOR	2009	6	1	1	6	0	1	0	5	0	0	0
	CUSTODIAL ASST. PRINCIPAL SUPERVISOR	2010	6	1	1	6	0	0	1	6	0	0	0
	CUSTODIAL SEN. SUPERVISOR	2011	6	1	1	6	0	0	1	6	0	0	0
	CUSTODIAL SUPERVISOR	2012	6	1	1	6	0	0	1	6	0	0	0

			TOTAL	WOMEN		TOTAL	MINORITY		BLACK	HISPANIC		ASIAN/ PAC.ISL.	
AAU:			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	CUNY OFFICE/SECRETARIAL ASSISTANT	2008	44	41	0	43	0	12	0	30	0	1	1
Constituent Dept.	ALL LEVELS	2009	44	41	0	43	0	12	0	30	0	1	1
		2010	51	48	0	50	0	15	0	34	0	1	1
		2011	49	46	0	48	0	14	0	33	0	1	1
		2012	50	47	0	49	0	13	0	35	0	1	1

			TOTAL	WOMEN		TOTAL	MINORITY		BLACK	HISPANIC		ASIAN/ PAC.ISL.	
AAU:			#	#	uu	#	uu	#	uu	#	uu	#	uu
JOB GROUP:	CUNY ADMINISTRATIVE ASSISTANT	2008	11	9	2	10	0	7	0	3	0	0	1
Constituent Dept.	ALL LEVELS	2009	11	9	2	10	0	7	0	3	0	0	1
		2010	12	9	2	11	0	8	0	3	0	0	1
		2011	12	9	2	11	0	8	0	3	0	0	1
		2012	11	8	2	10	0	7	0	3	0	0	1

			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
			#	#	uu	#	uu	#	uu	#	uu	#	uu
AAU:	SKILLED CRAFTS												
JOB GROUP:	SKILLED CRAFTS	2008	26	0	1	9	0	3	0	5	0	1	0
Constituent Dept.	CARPENTER, LABORER, ELECTRICIAN,	2009	26	0	1	9	0	3	0	5	0	1	0
	ELECTRICIAN'S HELPER, HIGH PRESSURE PLANT TENDER, LOCKSMITH, OILER, PAINTER,	2010	27	0	1	8	2	3	0	5	1	0	1
	MAINTENANCE WORKER, PLUMBER,	2011	25	0	1	7	2	3	0	4	1	0	1
	PLUMBER'S HELPER, THERMOSTAT REPAIRER,	2012	26	0	1	9	0	3	0	5	0	0	1
	STATIONARY ENGINEER												

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

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION FALL, 2008 - 2012

AFFIRMATIVE ACTION UNIT (AAU):

This form is to be used if there have been changes in the Affirmative Action Unit or Constituent Depts. from 2007 to 2011.

	2008		2009		2010		2011		2012
AAU:	MATH & COMPUTER SCI.	AAU:	MATH & COMPUTER SCI.	AAU:	MATH & COMPUTER SCI.	AAU:	MATH & COMPUTER SCI.	AAU:	MATH & COMPUTER SCI.
JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL
Constituent Dept <small>(list depts.)</small>	MATHEMATICS DATA PROCESSING	Constituent Dept. <small>(list depts.)</small>	MATHEMATICS DATA PROCESSING	Constituent Dept. <small>(list depts.)</small>	MATHEMATICS DATA PROCESSING	Constituent Dept. <small>(list depts.)</small>	MATHEMATICS COMPUTER INFORMATION SYSTEMS & TECHNOLOGY** <small>(Was in Business AAU in 2010)</small>	Constituent Dept. <small>(list depts.)</small>	MATHEMATICS BUSINESS-COMPUTER SCI.
TOTAL	# UU 17	TOTAL	# UU 17	TOTAL	# UU 17	TOTAL	# UU 21	TOTAL	# UU 20
WOMEN	7 0	WOMEN	7 0	WOMEN	7 0	WOMEN	9 0	WOMEN	9 0
TOTAL MINORITY	10 0	TOTAL MINORITY	10 0	TOTAL MINORITY	10 0	TOTAL MINORITY	13 0	TOTAL MINORITY	12 0
BLACK	1 0	BLACK	1 0	BLACK	1 0	BLACK	2 0	BLACK	2 0
HISPANIC	4 0	HISPANIC	3 0	HISPANIC	3 0	HISPANIC	4 0	HISPANIC	3 0
ASIANPAC ISL	5 0	ASIANPAC ISL	6 0	ASIANPAC ISL	6 0	ASIANPAC ISL	7 0	ASIANPAC ISL	7 0
AAU:	PUBLIC ADMIN & SOCIAL SERVICE	AAU:	PUBLIC ADMIN & SOCIAL SERVICE	AAU:	PUBLIC ADMIN & SOCIAL SERVICE	AAU:	SOCIAL SCIENCE	AAU:	SOCIAL SCIENCE
JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL
Constituent Dept <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>	BEHAVIORAL SCIENCE PUBLIC ADMINISTRATION SOCIAL SCIENCE	Constituent Dept. <small>(list depts.)</small>	BEHAVIORAL SCIENCE* SOCIAL SCIENCE* <small>(Was in Public Admin AAU in 2010)</small>	Constituent Dept. <small>(list depts.)</small>	BEHAVIORAL SCIENCE SOCIAL SCIENCE
TOTAL	# UU 9	TOTAL	# UU 9	TOTAL	# UU 12	TOTAL	# UU 9	TOTAL	# UU 9
WOMEN	2 4	WOMEN	2 4	WOMEN	4 4	WOMEN	3 2	WOMEN	3 2
TOTAL MINORITY	5 0	TOTAL MINORITY	5 0	TOTAL MINORITY	6 0	TOTAL MINORITY	4 0	TOTAL MINORITY	4 0
CK	0 2	BLACK	0 2	BLACK	1 1	BLACK	1 0	BLACK	1 0
.HISPANIC	5 0	HISPANIC	5 0	HISPANIC	5 0	HISPANIC	3 0	HISPANIC	3 0
ASIANPAC ISL	0 1	ASIANPAC ISL	0 1	ASIANPAC ISL	0 1	ASIANPAC ISL	0 1	ASIANPAC ISL	0 1
JOB GROUP		JOB GROUP		JOB GROUP		AAU: JOB GROUP	ENGLISH PROFESSORIAL	AAU: JOB GROUP	ENGLISH PROFESSORIAL
Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>	ENGLISH In 2010, Lang. & Cogn. (English as a second Lang) was in English AAU. In 2011, it is in Education AAU.	Constituent Dept. <small>(list depts.)</small>	ENGLISH
TOTAL	# UU	TOTAL	# UU	TOTAL	# UU	TOTAL	# UU 21	TOTAL	# UU 19
WOMEN		WOMEN		WOMEN		WOMEN	12 1	WOMEN	11 1
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	4 0	TOTAL MINORITY	4 0
BLACK		BLACK		BLACK		BLACK	1 0	BLACK	1 0
HISPANIC		HISPANIC		HISPANIC		HISPANIC	2 0	HISPANIC	2 0
ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL	1 0	ASIANPAC ISL	1 0
JOB GROUP		JOB GROUP		JOB GROUP		AAU: JOB GROUP	EDUCATION PROFESSORIAL	AAU: JOB GROUP	EDUCATION PROFESSORIAL
Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>		Constituent Dept. <small>(list depts.)</small>	TEACHER ED (Early Childhood Ed.) LANG & COGN. (English as a second Lang. was in ENGLISH AAU in 2010)	Constituent Dept. <small>(list depts.)</small>	TEACHER ED LANG. & COGN- ESL
TOTAL	# UU	TOTAL	# UU	TOTAL	# UU	TOTAL	# UU 16	TOTAL	# UU 17
WOMEN		WOMEN		WOMEN		WOMEN	12 0	WOMEN	12 0
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	4 1	TOTAL MINORITY	4 1
BLACK		BLACK		BLACK		BLACK	1 2	BLACK	1 2
HISPANIC		HISPANIC		HISPANIC		HISPANIC	3 0	HISPANIC	3 0
ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL	0 1	ASIANPAC ISL	0 1

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

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION
FALL, 2008 - 2012

AFFIRMATIVE ACTION UNIT (AAU):

This form is to be used if there have been changes in the Affirmative Action Unit or Constituent Depts. from 2007 to 2011.

2008		2009		2010		2011		2012	
AAU:		AAU:		AAU:		AAU: HEALTH PROFESSIONS		AAU: HEALTH PROFESSIONS	
JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP	PROFESSORIAL	JOB GROUP	PROFESSORIAL
Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.	DENTAL HYGIENE, NURSING	Constituent Dept.	DENTAL HYGIENE, HEALTH
(list depts.)		(list depts.)		(list depts.)		(list depts.)	X-RAY TECH, GERONTOLOGY*	(list depts.)	ED, NURSING, RADIOLOGICAL
							HEALTH ED*		TECH (aka: XRAY TECH)
							(Was in EDUCATION AAU in 2010)		
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL		TOTAL		TOTAL	23	TOTAL	24
WOMEN		WOMEN		WOMEN		WOMEN	15 2	WOMEN	17 1
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	12 0	TOTAL MINORITY	13 0
BLACK		BLACK		BLACK		BLACK	4 0	BLACK	4 0
HISPANIC		HISPANIC		HISPANIC		HISPANIC	5 0	HISPANIC	6 0
ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL	3 0	ASIANPAC ISL	3 0
AAU:		AAU:		AAU:		AAU:		AAU:	
JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP	
Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.	
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
WOMEN		WOMEN		WOMEN		WOMEN		WOMEN	
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	
BLACK		BLACK		BLACK		BLACK		BLACK	
HISPANIC		HISPANIC		HISPANIC		HISPANIC		HISPANIC	
ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL	
AAU:		AAU:		AAU:		AAU:		AAU:	
JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP	
Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.	
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	19
WOMEN		WOMEN		WOMEN		WOMEN		WOMEN	11 1
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	4 0
BLACK		BLACK		BLACK		BLACK		BLACK	1 0
HISPANIC		HISPANIC		HISPANIC		HISPANIC		HISPANIC	2 0
ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL	1 0
AAU:		AAU:		AAU:		AAU:		AAU:	
JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP		JOB GROUP	
Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.		Constituent Dept.	
(list depts.)		(list depts.)		(list depts.)		(list depts.)		(list depts.)	
#	UU	#	UU	#	UU	#	UU	#	UU
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
WOMEN		WOMEN		WOMEN		WOMEN		WOMEN	
TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY		TOTAL MINORITY	
BLACK		BLACK		BLACK		BLACK		BLACK	
HISPANIC		HISPANIC		HISPANIC		HISPANIC		HISPANIC	
ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL		ASIANPAC ISL	

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

APPENDIX E – E1

**PERSONNEL ACTIVITY TABLE/APPLICANT DATA-RECRUITMENT
DOCUMENTATION**

PERSONNEL ACTIVITY TABLE (page 1 of 2)

COLLEGE: Eugenio Maria de Hostos Community College

Period Covered: 7/1/11 to 6/30/12

	TOTAL****			BLACK OR AFRICAN AM.			HISPANIC OR LATINO			ASIAN OR NAT. HAW. OR OTHER PAC. ISL.			AMER. IND./ALASK. NAT.			TOTAL MINORITY***			WHITE			ITALIAN AMERICAN			UNKNOWN**			TOTAL NON-MINORITY**		
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL			
EXEC/ADMIN/MANAGERIAL																														
New Hires	4	12	16	2	2	4	0	3	3	0	1	1	0	0	0	2	6	8	2	6	8	0	0	0	2	6	8			
Terminations	3	7	10	1	0	1	0	2	2	0	1	1	0	0	1	1	3	4	2	4	0	0	0	2	4	6				
Upgrades	1	4	5	0	1	1	1	1	2	0	1	1	0	0	1	3	4	0	1	1	0	0	0	0	1	1				
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
FACULTY																														
New Hires	4	5	9	0	1	1	1	2	2	0	0	0	0	0	0	1	3	4	3	2	5	0	0	0	3	2	5			
Terminations	4	5	9	1	0	1	1	2	2	0	0	0	0	0	0	2	2	4	2	3	5	0	0	0	2	3	5			
Upgrades	4	3	7	0	0	0	1	1	2	1	1	1	0	0	1	2	2	4	2	1	3	0	0	0	2	1	3			
Transfers	1	1	2	0	0	0	0	1	1	0	0	1	0	0	0	0	1	1	1	0	0	0	0	0	1	0	1			
PROFESSIONAL/NON-FACULTY																														
New Hires	3	6	9	1	5	6	1	0	1	0	0	1	0	0	0	2	6	8	1	0	1	0	0	0	1	0	1			
Terminations	0	3	3	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0			
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SECRETARIAL/CLERICAL																														
New Hires	0	4	4	0	1	1	0	3	3	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0			
Terminations	0	4	4	0	2	2	0	2	2	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0			
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Transfers	0	4	4	0	1	1	0	3	3	0	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0			
TECHNICAL/PARA-PROFESSIONAL																														
New Hires	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0			
Terminations	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0			
Upgrades	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SKILLED TRADES																														
New Hires	2	0	2	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0	0	1	0	1			
Terminations	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1			
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SERVICE MAINTENANCE																														
New Hires	5	7	12	4	3	7	1	4	5	0	0	0	0	0	0	5	7	12	0	0	0	0	0	0	0	0	0			
Terminations	2	2	4	1	1	2	1	1	2	0	0	0	0	0	0	2	2	4	0	0	0	0	0	0	0	0	0			
Upgrades	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTAL																														
New Hires	19	34	53	7	12	19	5	12	12	0	2	2	0	0	0	12	26	38	7	8	15	0	0	0	7	8	15			
Terminations	10	22	32	3	7	10	2	7	7	0	1	1	0	0	0	5	15	20	5	7	12	0	0	0	5	7	12			
Upgrades	6	7	13	0	1	1	3	2	2	1	2	4	0	0	0	4	5	9	2	2	4	0	0	0	2	2	4			
Transfers	1	5	6	0	1	1	0	4	4	0	0	0	0	0	0	0	5	5	1	0	0	0	0	0	1	0	1			

*Unknowns are subtracted from all totals.

**Total Non-Minority is the sum of White and Italian American.

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

****TOTAL is the sum of Total Minority and Total Non-Minority.

COLLEGE: Eugenio Maria de Hostos Community College

APPLICANT DATA - RECRUITMENT DOCUMENTATION (page 2 of 2)

Period Covered: 7/1/11 to 6/30/12

	TOTAL***			BLACK OR AFRICAN AM.			HISPANIC OR LATINO			ASIAN OR NAT. HAW. OR OTHER PAC. ISL.			AMER. IND./ALASK. NAT.			TOTAL MINORITY***			WHITE			ITALIAN AMERICAN			UNKNOWN*			TOTAL NON-MINORITY**			
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	
EXEC/ADMIN/MANAGERIAL	Applicants	515	687	1202	179	302	122	172	46	35	4	5	351	514	865	164	173	0	0	184	44	164	173	337							
	Interviews	38	59	97	6	16	9	18	3	2	0	0	18	36	54	20	23	0	0	5	4	20	23	43							
	Offers	5	11	16	2	1	0	3	0	1	0	0	2	5	7	3	6	0	0	0	0	3	6	9							
	TOTAL WORKFORCE FROM EEO5	33	45	78	8	8	14	20	4	4	0	0	26	32	58	7	13	0	0	0	0	7	13	20							
	FACULTY																														
PROFESSIONAL/NON-FACULTY	Applicants	122	86	208	20	12	15	15	25	19	0	1	60	47	107	62	39	0	0	26	5	62	39	101							
	Interviews	8	8	16	0	1	4	1	0	1	0	0	4	3	7	4	5	0	0	7	3	4	5	9							
	Offers	4	2	6	0	1	1	0	0	0	0	0	1	1	2	3	1	0	0	0	0	3	1	4							
	TOTAL WORKFORCE FROM EEO5	76	83	159	6	14	22	26	7	7	0	0	35	47	82	41	36	0	0	0	0	41	36	77							
	SECRETARIAL/CLERICAL																														
TECHNICAL/PARA-PROFESSIONAL	Applicants	457	888	1345	149	375	139	231	36	46	2	8	326	660	986	131	228	0	0	177	41	131	228	359							
	Interviews	21	29	50	2	12	13	12	1	1	0	0	16	25	41	5	4	0	0	4	6	5	4	9							
	Offers	3	6	9	1	5	1	0	0	1	0	0	2	6	8	1	0	0	0	0	0	1	0	1							
	TOTAL WORKFORCE FROM EEO5	20	33	53	2	11	10	19	2	1	0	0	14	31	45	6	2	0	0	0	0	6	2	8							
	APPLICANTS	3	18	21	3	7	0	9	0	0	0	1	3	17	20	0	1	0	0	0	0	0	1	1	1						
SKILLED TRADES	Interviews	3	18	21	3	7	0	9	0	0	0	1	3	17	20	0	1	0	0	0	0	0	1	1	1						
	Offers	0	4	4	0	1	0	3	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0							
	TOTAL WORKFORCE FROM EEO5	7	57	64	3	18	4	36	0	1	0	0	7	55	62	0	2	0	0	0	0	0	2	2	2						
	APPLICANTS	3	0	3	0	0	3	0	0	0	0	0	3	0	3	0	0	0	0	6	1	0	0	0	0						
	INTERVIEWS	3	0	3	0	0	3	0	0	0	0	0	3	0	3	0	0	0	0	6	1	0	0	0	0						
SERVICE/MAINTENANCE	OFFERS	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0							
	TOTAL WORKFORCE FROM EEO5	30	15	45	5	1	19	11	3	1	0	0	27	13	40	3	2	0	0	0	0	3	2	5							
	APPLICANTS	11	0	11	1	0	2	0	0	0	0	0	3	0	3	8	0	0	3	0	8	0	8	8							
	INTERVIEWS	11	0	11	1	0	2	0	0	0	0	0	3	0	3	8	0	0	0	3	0	8	0	8							
	OFFERS	2	0	2	0	0	1	0	0	0	0	0	1	0	1	1	0	0	0	0	0	1	0	1							
TOTAL WORKFORCE FROM EEO5	TOTAL WORKFORCE FROM EEO5	26	0	26	3	0	5	0	0	0	1	0	9	0	9	17	0	0	0	0	0	17	0	17							
	FACULTY																														
	APPLICANTS	6	11	17	5	3	1	7	0	1	0	0	6	11	17	0	0	0	0	29	10	0	0	0							
	INTERVIEWS	6	11	17	5	3	1	7	0	1	0	0	6	11	17	0	0	0	0	29	10	0	0	0							
	OFFERS	5	6	11	4	2	1	4	0	0	0	0	5	6	11	0	0	0	0	1	3	0	0	0							
TOTAL WORKFORCE FROM EEO5	TOTAL WORKFORCE FROM EEO5	64	22	86	27	9	33	12	2	0	0	62	21	83	2	1	0	0	0	0	0	2	1	3							
	TOTAL																														
	APPLICANTS	1117	1690	2807	357	699	282	434	107	101	6	15	752	1249	2001	365	441	0	0	425	101	365	441	806							
	INTERVIEWS	90	125	215	17	39	32	47	4	5	0	1	53	92	145	37	33	0	0	54	24	37	33	70							
	OFFERS	20	29	49	7	10	5	10	0	2	0	0	12	22	34	8	7	0	0	1	3	8	7	15							
TOTAL WORKFORCE FROM EEO5	TOTAL WORKFORCE FROM EEO5	256	255	511	54	61	107	124	18	14	1	0	180	199	379	76	56	0	0	0	0	76	56	132							

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

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

APPENDIX F – F8
IMPACT RATIO ANALYSIS

COLLEGE NAME:

IMPACT ANALYSIS WORKSHEETS **Eugenio de Maria Hostos Community College** **FEMALES AND MINORITIES**

APPENDIX F

HIRES ANALYSIS

Eugenio de Maria Hostos Community College

PART A

September 27, 2012

JOB AREAS/ CATEGORY	MINORITY				FEMALE				PERCENTAGE OF HIRES			
	HIRES		TOTAL		HIRES		TOTAL		% of non-min hires	% of min hires	% of male hires	% of female hires
	APPL	HIRES	APPL	HIRES	APPL	HIRES	APPL	HIRES				
TOTAL	806	15	2001	38	2807	53	1117	19	1690	34	2807	53
1 Exec./Adm./Mngtl.	337	8	865	8	1202	16	515	4	687	12	1202	16
2 Faculty	101	5	107	4	208	9	122	4	86	5	208	9
3 Professional/Non-Fac.	359	1	966	8	1345	9	457	3	888	6	1345	9
4 Secretarial/Clerical	1	0	20	4	21	4	3	0	18	4	21	4
5 Techn./Paraprofessional	0	0	3	1	3	1	3	1	0	0	3	1
6 Skilled Trades	8	1	3	1	11	2	11	2	0	0	11	2
7 Service/Maintenance	0	0	17	12	17	12	6	5	11	7	17	12
8												
9												
10												
TOTAL	806	15	2001	38	2807	53	1117	19	1690	34	2807	53
									2%	2%	2%	2%

IRA WORKSHEET FOR NON-MIN VS MIN % OF HIRES

September 27, 2012																	
JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP	RATE FOR FAV. GROUP	IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8					* IRA LESS THAN 0.8 AND DEF >= 1 PERSON		FISHER TEST					FISHER TEST RESULT NOTE
					EXPECT	ACTL	DIF	STD DEV			FISHERS VALUE	NON-MIN APPLICANTS	NON-MIN HIRED	MIN APPLICANTS	MIN HIRED		
1 Exec./Adm./Mngtl.	MINORITY 0.9%	NON-MIN 2.4%	0.39	1.3%	11	8	3	1.97	*		N/A						
2 Faculty	MINORITY 3.7%	NON-MIN 5.0%	0.76	4.3%	4	4	0	0.43			N/A						
3 Professional/Non-Fac.	NON-MIN 0.3%	MINORITY 0.8%															
4 Secretarial/Clerical	NON-MIN 0.0%	MINORITY 20.0%															
5 Techn./Paraprofessional	NON-MIN 0.0%	MINORITY 33.3%															
6 Skilled Trades	NON-MIN 12.5%	MINORITY 33.3%															
7 Service/Maintenance	NON-MIN 0.0%	MINORITY 70.6%															
8																	
9																	
10																	
TOTAL					15	12	3										

IRA WORKSHEET FOR MALE VS FEMALE % OF HIRES

JOB AREAS/ CATEGORY		RATE FOR UNFAV. GROUP		RATE FOR FAV. GROUP		IRA		OVER ALL RATE		ONLY IF IRA UNDER 0.8					FISHERS TEST		FISHER TEST RESULT NOTE				
#	A	B		C		D		E		F	G	H	I	J	K	L	M	N	O	P	Q
* IRA LESS THAN 0.8 AND DIF >=1 PERSON ** IRA LESS THAN 0.8 AND STD DEVI=2																					
1	Exec./Adm./Mngtl.	MALE	0.8%	FEMALE	1.7%																
2	Faculty	MALE	3.3%	FEMALE	5.8%																
3	Professional/Non-Fac.	MALE	0.7%	FEMALE	0.7%																
4	Secretarial/Clerical	MALE	0.0%	FEMALE	22.2%																
5	Techn./Para-professional	FEMALE	0.0%	MALE	33.3%	0.00	33.3%	0	0	0	0	N/A									
6	Skilled Trades	FEMALE	0.0%	MALE	18.2%	0.00	18.2%	0	0	0	0	N/A									
7	Service/Maintenance	FEMALE	63.6%	MALE	83.3%	0.76	70.6%	7	7	0	0	0.85					6	5	11	7	
8																					
9																					
10																					
TOTAL:										7	7	0									

PROMOTION ANALYSIS

Eugenio de Maria Hostos Community College

PART B
APPENDIX F-1

September 27, 2012

JOB AREAS/ CATEGORY	MINORITY						FEMALE						PERCENTAGE OF PROMOTION			
	NON MIN		PROMOTION		TOTAL		MALE		PROMOTION		TOTAL		% of non-min promoted	% of min promoted	% of men promoted	% of female promoted
	INCIDENT	PROMOTED	INCIDENT	PROMOTED	INCIDENT	PROMOTED	INCIDENT	PROMOTED	INCIDENT	PROMOTED	INCIDENT	PROMOTED				
#	132	4	379	9	511	13	256	6	255	7	511	13	3%	2%	2%	3%
1 Exec./Adm./Ingrl.	20	1	58	4	78	5	33	1	45	4	78	5	5%	7%	3%	9%
2 Faculty	77	3	82	4	159	7	76	4	83	3	159	7	4%	5%	5%	4%
3 Professional/Non-Fac.	8	0	45	0	53	0	20	0	33	0	53	0	0%	0%	0%	0%
4 Secretarial/Clerical	2	0	62	0	64	0	7	0	57	0	64	0	0%	0%	0%	0%
5 Techn./Paraprofessional	5	0	40	1	45	1	30	1	15	0	45	1	0%	3%	3%	0%
6 Skilled Trades	17	0	9	0	26	0	26	0	0	0	26	0	0%	0%	0%	0%
7 Service/Maintenance	3	0	83	0	86	0	64	0	22	0	86	0	0%	0%	0%	0%
8																
9																
10																
TOTAL	132	4	379	9	511	13	256	6	255	7	511	13	3%	2%	2%	3%

IRA WORKSHEET FOR NON-MIN VS MIN % OF PROMOTION

JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP	RATE FOR FAV. GROUP	IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8							FISHER'S VALUE	FISHER TEST						
					EXPECT	ACTL	DIF	STD DEV	J	K	L		M	O	P	Q	FISHER TEST RESULT NOTE		
#	A	B	C	D	E	F	G	H	I	J	K	L	M	O	P	Q			
1	Exec./Adm./Mngl.	NON-MIN 5.00%	MINORITY 6.90%																
2	Faculty	NON-MIN 3.90%	MINORITY 4.88%																
3	Professional/Non-Fac.	N/A	N/A																
4	Secretarial/Clerical	N/A	N/A																
5	Techn./Paraprofessional	NON-MIN 0.00%	MINORITY 2.50%																
6	Skilled Trades	N/A	N/A																
7	Service/Maintenance	N/A	N/A																
8																			
9																			
10																			
TOTAL					0	0	0	0											

IRA WORKSHEET FOR MALE VS FEMALE % OF PROMOTION

JOB AREAS/ CATEGORY	RATE FOR UNFAV. GROUP	RATE FOR FAV. GROUP	IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8								FISHER TEST				FISHER TEST RESULT NOTE
					EXPECT	ACTL	DIF	STD DEV	J	K	L	M	N	O	P		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1 Exec./Adm./Ingrl.	MALE 3.0%	FEMALE 8.9%															
2 Faculty	FEMALE 3.0%	MALE 5.3%	0.687	4.4%	3	3	0	0.51				N/A					
3 Professional/Non-Fac.	N/A	N/A															
4 Secretarial/Clerical	N/A	N/A															
5 Techn./Paraprofessional	FEMALE 0.0%	MALE 3.3%	0.000	2.2%	0	0	0	0.72				0.667	30	1	15	0	
6 Skilled Trades	N/A	N/A														NO DATA	
7 Service/Maintenance	N/A	N/A															
8																	
9																	
10																	
TOTAL					3	3	0										

Eugenio de Maria Hostos Community College

	TOTAL
--	-------

September 27, 2012

	TOTAL
--	-------

September 27, 2012

	TOTAL
--	-------

<p>paste the 4 data here</p> <p>→</p>			
total # in group 1	# of hire/prmt/term	total # in group 2	# of fav, hire/prmt/term
6	5	11	7

---- VS ----

This is the FISHER'S value

0.3946

Not show significant difference

Fisher's Value- Male v. Female Hires
(Service/Maintenance)

<p>paste the 4 data here</p> <p>→</p>			
total # in group 1	# of hire/prmt/term	total # in group 2	# of fav, hire/prmt/term
30	1	15	0

---- VS ----

This is the FISHER'S value

0.6667

Not show significant difference

Fisher's Value- Male v. Female % of Promotion (Technical/Paraprofessional)

paste the 4 data here →	total # in group 1	# of hire/prmt/term	# of total # in group 2	# of fav, hire/prmt/term
	45	3	8	0

----- VS -----

This is the FISHER'S value	0.6057	Not show significant difference
----------------------------	--------	---------------------------------

Fisher's Value- Non Min v. Min % of Termination
(Professional/Non Faculty)

paste the 4 data here →			
total # in group 1	# of hire/prmt/term	total # in group 2	# of fav, hire/prmt/term
40	1	5	0

---- VS ----

This is the FISHER'S value

0.8889

Not show significant difference

Fisher's Value- Non Min v. Min % of Termination
(Technical/Paraprofessional)

<p>paste the 4 data here</p> <p>—————→</p>			
total # in group 1	# of hire/prom/term	total # in group 2	# of fav, hire/prom/term
33	3	20	0

-----VS-----

This is the FISHER'S value

0.2329

Not show significant difference

Fisher's Value- Male v. Female % of Termination
(Professional/Nonfaculty)

paste the 4 data here ↓			
total # in group 1	# of hire/promt/termin	total # in group 2	# of fav, hire/promt/termin
15	1	30	0

----- VS -----

This is the FISHER'S value

0.3333

Not show significant difference

Fisher's Value- Male v. Female % of Termination
(Technical/Paraprofessional)

APPENDIX G – G7
TENURE ELIGIBILITY SURVEY

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

COLLEGE TOTALS: 9

Eligible for Tenure, Effective: September 1, 2011

	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.	1	1			1											
Assistant Prof.	6	3			1	3					1					
Lecturer (CCE)																
CLTs	2												2			
TOTAL	9	4	5	2	2	3	1				2	1				

Number Recommended for Tenure, Effective: September 1, 2011

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

	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.	1	1			1											
Assistant Prof.	6	3			1	3					1					
Lecturer (CCE)																
CLTs	2												2			
TOTAL	9	4	5	2	2	3	1				2	1				

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community CollegeDEPARTMENT: Allied Health - Dental HygieneEligible for Tenure, Effective: September 1, 2011

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

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

Number Recommended for Tenure, Effective: September 1, 2011

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

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Natural Sciences - Biology

Eligible for Tenure, Effective: September 1, 2011

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

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

Number Recommended for Tenure, Effective: September 1, 2011

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

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Humanities - Black Studies
 Eligible for Tenure, Effective: September 1, 2011

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

NOTE: Please record Early Tenure in Parenthesis: example ()
 Number Recommended for Tenure, Effective: September 1, 2011

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

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Natural Sciences - Physical Sciences

Eligible for Tenure, Effective: September 1, 2011

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

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

Number Recommended for Tenure, Effective: September 1, 2011

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

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College

DEPARTMENT: Education - Teacher Education

Eligible for Tenure, Effective: September 1, 2011

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

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

Number Recommended for Tenure, Effective: September 1, 2011

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

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community CollegeDEPARTMENT: Language and CognitionEligible for Tenure, Effective: September 1, 2011

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

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

Number Recommended for Tenure, Effective: September 1, 2011

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

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio Maria de Hostos Community College DEPARTMENT: English

Eligible for Tenure, Effective: September 1, 2011

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

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

Number Recommended for Tenure, Effective: September 1, 2011

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

APPENDIX H

FALL 2012 UNDERUTILIZATION SUMMARY

Fall 2012 Underutilization Summary: Results of Utilization Analysis by Affirmative Action Unit **Comparison of Incumbents to Availability Data (Professorial* Only)**

COLLEGE: Eugenio de Maria Hostos Community College

Total # Professoriate: 129

PART A:

Departments/ Affirmative Action Unit (AAU) with Underutilization (UU)	Total Incumbents in AAU	FEMALES			Total Minorities			Blacks			Hispanics / Latinas(as)			Asian/Pacific Islanders		
		#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)
1	Agricultural & Life Science	9	X		X			X			X			1	12.5%	NR
2	Education	17	X		1	28.0%		2	17.9%		X			1	3.9%	NR
3	English	19	1	63.3%	X			X			X			X		
4	Fine, Applied Arts, & Media	6	1	48.8%	X			X	3.7%	NR	X			1	7.9%	NR
5	Foreign Languages	5	2	60.2%	X			X	3.3%	NR	X			X	6.7%	NR
6	Health Professions	24	1	74.6%	X			X			X			X		
7	Physical Science	5	2	31.5%	X			X	3.3%	NR	X			X		
8	Social Science	9	2	51.7%	X			X			X			1	8.7%	NR
9	Library	8	1	70.5%	X			X			X			X		
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
TOTAL: 8		10		1	1		0	2		3	0		0	4		5

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

PART B:	
# of UU AAUs	Total # of AAUs
9	10

PART C:			
ITALIAN AMERICANS			
TOTAL	#UU	% Overall Availability	NR (No Representation)
Professorial	2	6.9%	

APPENDIX I

ORGANIZATIONAL CHART

Dr. Félix V. Matos Rodríguez
President

- Arnaldo Bernabe**
Director of Public Safety
- Eugene Sohn, Esq.**
Director of Affirmative Action, Compliance & Diversity
- Dr. Odalys Diaz Pineda**
Director of Special Projects
- Billy Martinez**
Assistant Vice President for College Affairs/Deputy to the President
- Don Branswell**
Director of Publications Development
- Mercedes Moscat**
Executive Associate
- Glenda G. Grace, Esq.**
Executive Counsel to the President & Labor Designee

Dr. Carmen Coballes-Vega
Provost & Vice President for Academic Affairs

- Dr. Christine Mangino**
Associate Dean for Faculty & Curriculum
- Vacant**
Assistant Dean for Academic Programs & Development
- Isabel Li**
Director of Academic Learning Resources (HALC)
- Dr. Richard Gamper**
Director, Institutional Research & Student Assessment
- Lourdes Torres**
Grants Officer
- Academic Departments**

Nathaniel Cruz
Vice President for Student Development & Enrollment Management

- Johanna Gómez**
Assistant Dean of Students
- Student Success Coaches Unit**
- Dr. Deirdre Alberne**
Assistant Dean for Enrollment Services
- Dr. Carlos Molina**
Vice President of Continuing Education and Workforce Development
- Ana M. Carrión-Silva**
Vice President for Institutional Advancement
- Ana García Reyes**
Associate Dean for Community Relations
- Vacant**
Director of Center for the Arts & Culture
- Esther Rodríguez-Chardaroyne**
Senior Vice President for Administration & Finance
- Vornu Schol**
Assistant VP for Information Technology
- Steve Delgado**
Associate Dean of Campus Planning & Operations
- Ken Acquah**
Associate Administrator Executive Director of Business & Finance
- Shirley Shevach**
Director of Human Resources
- Fanny Dumanecia**
Finance Budget Director

Linda Alexander
Director of Counseling Center

- Linda Nieves**
Office of Student Life
- Russell Levine**
Wellness Coordinator
- Alejandro Peña**
Nurse Practitioner Health Services
- Jerry Rosa**
Director of Student Activities
- Jason Libfield**
Student Leadership Coordinator
- Carol Kashow**
Director of Athletics & Recreation
- Charles Uva**
Veterans Coordinator
- Luz Pagán**
Evening & Weekend Coordinator
- Madelaine Cruz**
Single Stop USA Services Coordinator
- Maria Cano**
Director of COPE
- Margot Figueroa-Sánchez**
Executive Director of Children's Center

Roland Velaz
Director of Admissions

- Joseph Allica**
Director of Financial Aid
- Liz Santos**
Transfer Services Coordinator
- Maria Grieco**
Director of College Discovery
- Minteng Lin**
Director of Student Development IT
- Yvette Loyando**
Executive Administrator of Enrollment Support
- Néida Pastoriza**
Registrar
- Dalit Pérez-Chavez**
Community Education and Workforce Development Manager
- Lorraine Altman**
Assistant Dean for Continuing Education
- Peter Mertens**
Executive Director for Workforce Development
- Adrian Bonilla**
Executive Director for CUNY in The Heights
- Fátima Maldonado**
Director CLIP & CUNY Start
- Corwin Spivey**
Director of Jobs Plus
- Vacant**
Perkins

Frank Alexander
Director of Academic Achievement

- Gabriela Burd**
Director of Services for Students with Disabilities
- Lisnette Rosario**
Assistant Director of Career Services
- Solomela Rivera Lopez**
Director of Communications and College Relations
- Dianne Vargas**
Development Coordinator
- Morris Ores**
Conference Center Manager

APPENDIX J

VETS 100 A

APPENDIX J

APPENDIX A TO PART 61-300 – FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100A

(For covered contracts entered into or modified on or after December 1, 2003.)

OMB NO: 1293-0005

Expires: 04/30/2014

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

RETURN COMPLETED REPORT TO:

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

ATTN: Human Resource/EEO Department

TYPE OF REPORTING ORGANIZATION (Check one or both, as applicable) <input checked="" type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor	TYPE OF FORM (Check only one) <input type="checkbox"/> Single Establishment <input type="checkbox"/> Multiple Establishment-Headquarters <input type="checkbox"/> Multiple Establishment-Hiring Location <input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) _____ (MSC)
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COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No: T131733		TWELVE MONTH PERIOD ENDING <table border="1"> <tr> <td>0</td><td>7</td><td>0</td><td>1</td><td>2</td><td>0</td><td>1</td><td>2</td> </tr> <tr> <td>M</td><td>M</td><td>D</td><td>D</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>		0	7	0	1	2	0	1	2	M	M	D	D	Y	Y	Y	Y
0	7	0	1	2	0	1	2												
M	M	D	D	Y	Y	Y	Y												
NAME OF PARENT COMPANY: The City University of New York		ADDRESS (NUMBER AND STREET): 535 East 80th Street																	
CITY: New York	COUNTY: Manhattan	STATE: NY	ZIP CODE: 10075																
NAME OF COMPANY CONTACT: Jean Chen		TELEPHONE FOR CONTACT: 212 794 5374	EMAIL: jean.chen@mail.cuny.edu																

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

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

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF EMPLOYEES IS TO BE ENTERED IN COLUMN L, M, N, O, AND P, LINES 1-10. DATA ON NEW HIRES IS TO BE ENTERED IN COLUMNS Q, R, S, T, AND U. ENTRIES IN COLUMNS Q THROUGH U, LINES 1-10, AND COLUMNS L, M, N, O, AND P. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES. INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.										
JOB CATEGORIES	NUMBER OF EMPLOYEES					NEW HIRES (PREVIOUS 12 MONTHS)				
	DISABLED VETERANS (L)	OTHER PROTECTED VETERANS (M)	ARMED FORCES SERVICE MEDAL VETERANS (N)	RECENTLY SEPARATED VETERANS (O)	TOTAL EMPLOYEES, BOTH VETERANS AND NON-VETERANS (P)	DISABLED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	ARMED FORCES SERVICE MEDAL VETERANS (S)	RECENTLY SEPARATED VETERANS (T)	TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS (U)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1	0	0	0	0	17	0	0	0	0	6
FIRST/MID LEVEL OFFICIALS AND MANAGERS 2	0	3	0	0	53	0	0	0	0	9
PROFESSIONALS 3	0	3	0	0	221	0	1	0	0	18
TECHNICIANS 4	0	1	0	0	13	0	0	0	0	0
SALES WORKERS 5	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS 6	0	1	0	0	96	0	0	0	0	6
CRAFT WORKERS 7	0	3	0	0	20	0	0	0	0	1
OPERATIVES 8	0	0	0	0	2	0	0	0	0	0
LABORERS/HELPERS 9	0	1	0	0	6	0	0	0	0	1
SERVICE WORKERS 10	0	6	0	0	83	0	1	0	0	12
TOTAL 11	0	18	0	0	511	0	2	0	0	53

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

Maximum Number	Minimum Number
511	492