

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

For

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

Affirmative Action Program

September 1, 2013 – August 31, 2014

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 Office of Compliance and Diversity, located at 475 Grand Concourse, Room A-336. Interested persons should contact Chief Diversity Officer Eugene B. Sohn, Esq. at 718-518-4284 (tel.) or esohn@hostos.cuny.edu (email) for assistance.

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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 periods:

Reporting year: July 1, 2012 – June 30, 2013 and

Program year: September 1, 2013 – August 31, 2014

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 Landes Higher Education Act.

C. MISSION

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

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

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

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, 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 officer, executive officers (provost, vice presidents, deans, administrators), directors, academic department chairpersons as well as 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 officer (CDO), sexual harassment coordinator, 504/ADA coordinator and a title IX coordinator.
2. Ensure that 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 Recruitment and Diversity the *Annual Report of Investigated Discrimination Complaints*.

B. CHIEF DIVERSITY OFFICER

The President has designated Eugene B. Sohn, Esq. to serve as the CDO. 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 Office of Compliance and Diversity is located at:

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

The CDO 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 following: a) *Policy on Equal Opportunity, Non-Discrimination, and Against Sexual Harassment (Non-Discrimination Policy)*; b) *Affirmative Action Policy*; and c) contact information of the CDO, sexual harassment coordinator, title IX coordinator and the 504/ADA coordinator.
3. Publicizing the policies widely and ensuring they are incorporated into the training curriculum for managers and supervisors and search committees.

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 Non-Discrimination Policy and Affirmative Action Policy.
2. Assisting the president and CDO 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 in formulating and implementing affirmative action policy on campus.
2. Reviewing proposed amendments to the College governance plan to assure compliance with the University's non-discrimination and affirmative action policies and procedures.
3. Developing and implementing strategic diversity plans.
4. Promoting educational programs to reflect pluralistic values and goals.
5. Submitting to the president a summary of its activities at the end of each academic year.

The members of the Diversity/AA Committee effective Fall, 2012 were:

Professor Julie Bencome (Chairperson)
Dental Hygiene Dept.

Professor Norma Peña De Llorenz
Language and Cognition Dept.

Professor Riesa Toote
Nursing Dept.

Darrell Conyers
Clinical Coordinator, Allied Health Dept.

Professor Sonia Maldonado
Education Dept.

Professor Jose la Luz
Mathematics Dept.

Professor Minerva Santos
Language and Cognition Dept.

Professor Michael Cisco
English Dept.

Clara Albino
Corporal, Public Safety Department

Associate Dean Ana García-Reyes
Community Relations

Shirley Shevach
Director of Human Resources

Eugene Sohn, Esq.
Chief Diversity 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 CDO 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, 2013. All job titles, including unit

supervisor, are listed from the lowest to highest paid within each department/unit. The *Workforce Analysis Report* is available, upon request, in the Office of Compliance and Diversity.

A review of the results of the workforce analysis, which depicts staffing patterns within the college, indicates that women are represented in all of the College's 50 organizational units/departments, with the exception of the Engineering Department and the Maintenance Department, where there no female incumbents. The Dean of Enrollment Management Office, which has a total of two (2) employees, does not have any minority employees. Women are concentrated in job titles with secretarial/clerical responsibilities (Secretarial and Clerical EEO-6 category; Professional/Non-Faculty EEO-6 category - Administration III AAU), performing administrative duties. Minorities are concentrated in the Public Safety and Custodial units (Service Maintenance EEO-6 category).

Within the academic/teaching departments, the representation of women and minorities with faculty status is widespread and substantial, and women are well represented in the Full Professor and Associate Professor ranks. The number of full-time Faculty (Professorial, Lecturer, and Instructor excluding substitutes) is 163. Women represent 52.2% of the faculty in the professorial titles. Minorities represent 43.3% of the faculty with professorial rank. Women are concentrated in the Allied Health, Education, Language and Cognition, and Library Departments. Several academic departments do not have any female Associate or Full professors, including Education, Humanities, and Business. All academic departments have female and minority representation in the professorial ranks.

B. JOB GROUP SUMMARY

The College's 534 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).

Women and minorities represent a significant percentage of the College's employees. As of June 30, 2013, the College had a full-time, permanent workforce of 534 employees. The total number of protected ethnic/racial group members is 389 (72.8%), and 270 (50.5%) are women.

As indicated 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, 2013, women comprised 57.8% of the senior level executive job group (Executive/Admin/Managerial – Admin I AAU). The representation of minorities in this AAU is 78.9%. Women comprise 62.0% of the employees in the mid-level executive Higher Education Officer/Higher Education Associate group (Executive/Admin/Managerial – Admin II AAU) and

67.6% of the Assistant to HEOs/HE Assistant group (Professional/Non-Faculty category). Minorities represent 75.8% of the staff in Higher Education Officer/Higher Education Associate series titles and 80.8% of the Assistant to HEO/HE Assistant titles.

The number of full-time Faculty (Professorial, Lecturer, and Instructor) is 163. Women represent 52.2% of the faculty in the professorial titles. Minorities represent 43.3% of the faculty with professorial rank.

Based on analyses within the following job groups, areas of concern have been identified and are discussed below.

In the Professorial ranks (excluding Lecturers and Instructors), there are 7 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 the low availability rate for this AAU. During this reporting period, the College had one (1) new hire, a white female. The College continues to make 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 Chronicles of Higher Education and the CUNY and Hostos websites, and disseminated to various ethnic organizations, including the Asian American/Asian Research Institute (AAARI). The University also sends advertisements to wide-reaching sources such as HERC, Indeed.com, Monster.com, and Inside Higher Ed.
2. In Social Sciences, Asians are not represented. During this reporting period, the College had one (1) new hire, a black male. 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 English, Blacks are not represented, as there was a retirement of one (1) Black male during this reporting period. The lack of representation reflects the low availability rate for this group in this AAU. During this reporting period, the College had three (3) White new hires in this AAU, which reflects the high availability rate for this group.
4. In Agricultural and Life Sciences – Biology, Asians are not represented. The College did not have any new hires in this unit during the last reporting year. However, the College plans on hiring in the professorial title for this AAU in the upcoming reporting year. It will continue to make good faith efforts to recruit women and minorities in its faculty ranks.
5. In Fine, Applied Arts, and Media – Visual and Performing Arts, Asians and Blacks are not represented. The lack of representation reflects the low availability rate for both groups. As stated above, the College will continue to make continuous good faith efforts to recruit women and minorities in its faculty ranks.

6. In Physical Sciences, women and Blacks are not represented. There were no new hires for this AAU during the reporting year; however, the College plans on hiring in the professorial title for this AAU in the upcoming reporting year. It will continue to make good faith efforts to recruit women and minorities in its faculty ranks.
7. In Foreign Languages, Asians and Blacks are not represented. Both groups have low availability rates. Women are also not represented. The College had one (1) new hire (Hispanic male) last reporting period.

In the Secretarial and Clerical EEO-6 category/CUNY Administrative Assistant AAU, Asians are not represented, which reflects the relatively low availability rate for this group. With regard to selecting employees in this category, in general, 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 Skilled Crafts EEO-6 category, women and Asians are not represented. The lack of representation reflects the low availability rate for both groups. During this reporting period, the College hired one (1) Hispanic male. With regard to selecting employees in this category, in general, 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 Assistant and Campus Public Safety Sergeant AAUs, Asians are not represented. In the Custodial Supervisory AAU, Blacks and Asians are not represented. Like the AAUs in the Skilled Crafts and Secretarial And Clerical EEO-6 categories, 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.

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. For this reporting year the information about degrees for these two categories is the most recent available data published in 2010. Population surveys (census) are used to calculate availability for the classified staff and professional non-faculty titles in particular CLTs in Administration IV.

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/ethnic 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 2012 GOALS TO 2013 UTILIZATION ANALYSIS RESULTS

A comparison of the 2012 and 2013 utilization analyses identified changes in the numeric disparity in the AAUs by EEO-6 Categories. The *Progress Report - Historical Underutilization* in Appendix D displays underutilization from 2009 to 2013. The comparison indicates the attainment of 2012 goals by the reduction or elimination of underutilization or identifies lack of progress in achieving placement 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 (2012), the senior-level executive (Administration I) AAU had no underutilization. For this reporting year (2013), there was an increase in the underutilization of Asians to one (1) with the retirement of one (1) Asian in this EEO-6 category. The College had three (3) new hires during this reporting year: two (2) males and one (1) female; one is (1) black, one is (1) white, and one is (1) Hispanic.

Last reporting year (2012), the mid-level executive job group (Administration II) AAU had no

underutilization. For this reporting period (2013), there continues to be no underutilization in the Administration II AAU.

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

Faculty

The underutilization of Asian-Americans in the professorial ranks did not change from last reporting period. It remained at one (1) in the following AAUs: Agricultural and Life Sciences – Biological Sciences; Education; Fine, Applied Arts, and Media - Visual and Performing Arts; and Social Sciences.

With regard to the underutilization of Blacks in the professorial ranks, underutilization remains at two (2) in Education and increased to one (1) in English with the separation of one (1) Black faculty member who retired. There is no underutilization for Blacks in any other professorial AAU.

The underutilization of women in the English AAU was eliminated, as the College had three (3) new hires (3 females) during the reporting period. However, as noted in the preceding paragraph, the underutilization of Blacks increased from none to one (1).

Underutilization of women in the Social Sciences AAU remains at two (2) this year. During the reporting period, the College had two (2) new hires (1 female and 1 male). Although one (1) of the new hires was female, the underutilization remained unchanged.

Underutilization of two (2) women remains in the Physical Sciences. During this reporting period, there were no new hires in this AAU. However, there will be job searches conducted for the next reporting period.

Underutilization of women in the Foreign Languages AAUs increased from two (2) to three (3), as the College had one (1) new hire (male) and one (1) separation (female).

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 remained at one (1) for this reporting period, as there were no new hires in this AAU. It should be noted that, in this AAU, 71.4% of the faculty members with the professoriate title are women.

Underutilization of women remains at one (1) in the Fine, Applied Arts, and Media - Visual and Performing Arts AAU. This reporting year (2013), the College had one (1) new hire (male). It should be noted that, in 2010 and 2011, the College hired two (2) female Assistant Professors in this AAU.

There is no underutilization of Hispanics in the Professorial ranks.

Professional/Non-Faculty

Last reporting year (2012), Asians were underutilized by two (2), and women were underutilized by one (1). This year (2013), the underutilization of women was eliminated; however, the underutilization of Asians increased to four (4). During the reporting year, the College had 26 new hires in this AAU (21 females; 8 Black, 12 Hispanic, 0 Asian). The College also had 7 separations in this AAU (6 females; 1 Black, 6 Hispanic, 0 Asian). The College made good faith efforts to recruit a diverse applicant pool, and Asians were represented in the applicant pool.

Secretarial/Clerical

During the last reporting year (2012), in the CUNY Administrative Assistant AAU, there was underutilization of two (2) females and one (1) Asian. This year (2013), the underutilization of females was reduced to one (1) as the result of one (1) new hire (Hispanic female) who successfully completed the Classified Staff examination process. The underutilization of one (1) Asian remained.

This reporting period (2013), in the CUNY Office/Secretarial Assistant AAU, there is underutilization of one (1) Asian. Last year's report (2012) had the same figures.

This reporting period, underutilization analysis for the Mail/Message Services Worker AAU was not conducted because that AAU was too small to be analyzed.

Technical/Paraprofessional

In the Computer Specialist AAU, the underutilization of one (1) Black from last year (2012) was eliminated in 2013 with the new hire of one (1) Black male. However, the underutilization of women increased from three (3) to four (4) with the new hires of two (2) men. The underutilization of one (1) Asian persists.

In the Accountant Assistant AAU, there was no underutilization in any of the categories. Of note, this AAU was not assessed for underutilization last reporting year (2012) because it was too small to analyze.

In the Administration IV - College Lab Technicians AAU, the underutilization of Asians increased from two (2) to three (3) with the new hire of one (1) white female.

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

Skilled Crafts

This reporting period (2013), in the Skilled Crafts AAU, there is underutilization of one (1) female and one (1) Asian. Last year's report (2012) had the same figures.

Service/Maintenance

For this reporting period (2013), 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 persists. The underutilization of females increased from one (1) to three (3) with the separation of three (3) women.

In the Campus Safety Sergeant AAU, the underutilization of one (1) Asian persists.

The Campus Peace/Security Officer I AAU continues to have no underutilization in any category.

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.

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 the 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 69 new full time employees; of these, 42 were women and 50 were minorities.

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 series one (1) employee was reclassified. There were three (3) promotions in the IT Job title series; and one (1) promotion in the CUNY Office Assistant job title and one (1) promotion in the CUNY Administrative Assistant job title.

Of the seven (7) members of the professoriate who applied for promotion and received an upgrade in rank, three (3) are female and three (3) are of minority descent. One (1) white male in the Allied Health – Radiological Tech unit (Health Professions AAU) was promoted from Associate Professor to Full Professor; one (1) Asian male in the Natural Sciences – Physical Sciences unit (Physical Sciences AAU) was promoted from Assistant Professor to Associate Professor; one (1) white male in the English Department (English AAU) was promoted from Assistant Professor to Associate Professor; one (1) White female and one (1) Hispanic male in the Natural Sciences - Biology unit (Agricultural Life Sciences AAU) were promoted from Assistant Professor to Associate Professor; one (1) Hispanic female in the Mathematics Department (Mathematics AAU) was promoted from Assistant Professor to Associate Professor; and one (1) white female in the Behavioral and Social Sciences Department (Social Sciences AAU) was promoted from Assistant Professor to Associate Professor. There were no applications for promotions in the professoriate ranks that were denied this reporting year.

In the Non-Faculty areas,

There was one (1) re-classifications in the HEO series: one (1) Hispanic male was re-classified from HE Assistant to HE Associate.

There were three (3) promotions in the IT Job title series: three (3) Hispanic males were promoted in the IT Assistant levels. In the CUNY Office Assistant job title, one (1) Hispanic female was promoted to CUNY Office Assistant 4. In the CUNY Administrative Assistant job title, one (1) black female was promoted to CUNY Administrative Assistant 2.

c. Terminations/Separations

The number of employees separated from the workforce was 46, including 27 women and 40 minorities.

The Termination Analysis showed no major concerns for any of the job groups. Total separations for the period were 46 employees, which equaled 19 males and 27 females. Females comprised 58.7% of the terminations. Minorities comprised 40 (86.9%) of the total separations and Non-Minorities comprised 9 (13.3%). However, when the analysis is compared to incumbents, the representation of protected group members among the terminations parallels their representation within the workforce.

The separations included 9 retirements; 27 voluntary separations; 9 involuntary separations; and 1 death. A review of the separations from service uncovered that many of these employees retired or took other positions.

d. Transfers

The number of employees who transferred was two (2), including two (2) women, both of whom are from protected minority groups.

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 4446 total applications. Of the applicants, 2424 or 54.5% were women and 3374 or 75.8% were from minority groups (36.6% Black, 28.7% Hispanic, and 9.7% Asian).

Of the 265 interviews that were conducted, 151 or 56.9% of the interviewees were women and 192 or 72.4% were from minority groups (27.9% Black, 34.7% Hispanic, and 9.0% Asian).

Of the 73 job offers that were given this reporting year, 45 or 61.6% were to women and 52 or 71.2% were to minorities (16 Black, 34 Hispanic, and 2 Asian). There are no disparities apparent in the number of offers made to female and minority candidates.

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 reporting year is 61.6%. Females were the "Favored Group" in the following EEO-6 categories: Faculty, Professional/Non-Faculty, Secretarial/Clerical, Technical/Paraprofessional, and Service Maintenance. However, in the Skilled Trades EEO-6 category, there were no female applicants or hires.

The minority hiring rate this reporting year is 71.2%. In the analysis of Non-Minority vs. Minority new hires, minorities were the "Favored Group" in the following EEO-6 categories: Executive/Administrative/Managerial, Professional/Non-Faculty, Secretarial/Clerical, Technical/Paraprofessional, Skilled Trades, and Service Maintenance.

With regard to promotions, females were the "Favored Group" in the Secretarial/Clerical EEO-6 category. Minorities were the "Favored Group" in the Secretarial/Clerical 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 BOT approves, the tenure status becomes effective on the first of September following approval. 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, 2012 reveals the following:

During the reporting period, four (4) Lecturers were presented for tenure; all were recommended and granted tenure by the Board of Trustees, effective September 1, 2012. The recipients included faculty from the following academic units: Mathematics Department (Mathematics AAU), Biology (Agricultural and Life Sciences AAU), Language and Cognition (Education AAU), and Humanities – Visual and Performing Arts unit (Fine, Applied Arts, and Media AAU). Of the four (4) Lecturers, one (1) is female and two (2) are Hispanic. During the reporting period, there were no faculty members from the Professorial ranks who were presented for tenure.

H. ANALYSIS OF SYSTEMIC COMPENSATION

The University's Office of Recruitment and Diversity will periodically 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 2012 -2013

The results-oriented activities to address underutilization during the past year (2012- 2013) include:

The College continues to make 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 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), Institute for Research on the African Diaspora in the Americas and the Caribbean (IRADAC), the John D. Calandra Italian-American Institute, and the National Puerto Rican Coalition, Inc, and advertised in other professional publications and list-serves. In addition, the College sends

all job announcements to the Bronx Outreach Specialist at the US Dept. of Veterans Affairs and the NYS Adult Career and Continuing Education Services – Vocation Rehabilitation unit (ACCESS – VR), an organization that assists people with disabilities. The University also sends advertisements to wide-reaching recruiting sources such as HERC, Indeed.com, Monster.com, and Inside Higher Ed.

In addition, during job searches, the Chief Diversity Officer (CDO) conducts a “charge” meeting in which search committee members are apprised of the College’s commitment to diversity, pluralism, inclusion, and fostering a non-discriminatory working environment. The CDO also instructs the search committee 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 CDO is 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.

The College also developed a five-year Faculty Diversity Strategic Plan which will be implemented beginning in the Fall 2013. The Plan focuses on continuously improving in three goal areas in the faculty ranks: (1) recruitment; (2) retention, and (3) climate.

Finally, Hostos’ Office of Compliance and Diversity (OCD) continues to implement its 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 2012-2013 reporting period, the OCD conducted 14 EEO training sessions for faculty and staff and trained all new employees hired in 2012. During the 2012 reporting period, the OCD trained approximately 120 supervisors. The OCD plans to have supervisors and managers trained in EEO matters for the upcoming reporting period.

1. Goal Attainment 2012-13: Addressing Underutilization

The College hired 69 employees into full time positions between July 1, 2012 and June 30, 2013 as depicted in the Personnel Activity Table. The impact of these appointments is included in the Comparison of the 2012 and 2013 Underutilization (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:

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 Center for Teaching and Learning (CTL), which is dedicated to promoting academic achievement, leadership, and professional growth 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. The CTL encourages relationship, community, and team-building within disciplines and across divisions.

The sessions are designed as technical-assistance sessions that support faculty in the development of their ideas. Select CTL Professional Development sessions offered during Fall 2012- Spring 2013 semesters included:

- Cultural Workshop: Hostos Legacy Series: *Integrating the Work of Eugenio Maria de Hostos into Curriculum* with Prof. Orlando Hernandez, Modern Languages unit, Humanities Department
- Classroom Modifications for Veterans with Prof. Alisa Roost, Visual and Performing Arts unit, Humanities Department
- Celebrating Black History Month, 24th National African American Read-in with Prof. Cynthia Jones, English Department
- Celebrating Faculty Achievements: *New Directions in Italian & Italian-American History* -Book Talk with Prof. Ernest Ialongo (co-editor and co-author), Social Sciences unit, Behavioral and Social Sciences Department

- b. Cultural-Academic Programs, administered by the Women's and Gender Studies Program, are events designed to generate increased interaction between faculty and students that focus on cultural issues and questions in order to heighten awareness and appreciation of differences to enhance teacher and learner perspectives and improve student learning outcomes.

The Women's and Gender Studies Program offered two cultural series open to faculty and students during AY 2012-2013:

- Women's and Gender Studies Film Series, "Crossing Borders/Pushing Boundaries," which featured movies including:
Whale Rider; Brokeback Mountain; and The Help
- Celebrating Women's History Month, which includes an *Opening Ceremony* and *Awards Ceremony*

Among the activities to promote diversity the College also held the following:

- African-American Faculty and Staff Meet and Greet, in celebration of African American History Month, February 2013
- Afro-Stretch Movement Workshop, February 2013
- Neurobiological Awareness Day, a discussion on Neurobiological Spectrum

Disorders and Disabilities, February 2013

In addition, 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 2012 – 2013 season included the following performances:

BomPlenazo 2012 – The biennial celebration of Afro-Puerto Rican culture featured four nights of concerts, dance performances as well as workshops on dancing, percussion and mask-making.

Song of Extinction – A play about a musically gifted boy who has a magical journey - from the Cambodian fields of his youth into the undiscovered country beyond.

Ebony Ecumenical Ensemble – In its 34th Annual Concert, Release Your Song: Music of the African American Religious Experience. A Black History Month celebration concert of gospel music, spirituals and anthems. Directed by renowned musical director Bettye Franks Forbes.

Momma's Hip Hop Kitchen, Vol. 6 – The annual music, dance, spoken word, hip-hop event showcasing women performers and activists in the world of Hip Hop.

3. Dissemination of Non-Discrimination Policy and Program

The Non-Discrimination Policy is available on the College's website, in the Office of Compliance and Diversity, on the OCD website, and provided at Equal Employment Opportunity (EEO) training sessions for managers and employees. The president's Re-Affirmation Letter is sent to all employees and students. The AAP is in the library, in the Office of Compliance and Diversity, and on the OCD website.

B. RESPONSE TO 2013 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 for 2013-14

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.

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 I;
Exec/Admin/Managerial - Administration level 3;
Faculty (Professorial): Physical Sciences, Library, Education, Health Professions – Nursing, Health Professions – Dental Hygiene, Modern Languages, Social Sciences, English, and Foreign Languages.

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 of New York, 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 CDO 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 Advisory Council on Diversity (UACD) 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 UACD site visits.
6. Encouraging employees to participate in University-sponsored professional development programs.
7. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with College policy.
8. Providing information and guidance on equal opportunity and non-discrimination matters for supervisors and employees.

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 CDO 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://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/reasonable-accommodation.html>.

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

Efforts to disseminate the Non-Discrimination Policy and conduct outreach and positive recruitment include the following:

1. Publishing the Non-Discrimination Policy in the New York *Times* by ORD.

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.
3. Disseminating information concerning employment opportunities to media that reach 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.

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. Scheduling training sessions for employees involved in recruitment, selection, promotion.
3. Discussing the policies thoroughly in both employee orientation and management training programs.
4. Including articles on accomplishments of disabled veterans, other veterans, and workers with disabilities in College publications.
5. 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.
6. 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. 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 UACD 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 the following staff to support this endeavor:

Charles Uwa, Veterans Coordinator
Eugene Sohn, Chief Diversity Officer
Gabriella Burd, Dir. of Services for Students with Disabilities Office/Accessibility Resource Center

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 Chief Diversity Officer Eugene B. Sohn.

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.

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
Jason Libfield, Student Leadership Coordinator
Azizi Seixas, Prof., Behavioral and Social Sciences Dept.
Susan Miceli, Counselor
Jessica Matties, Student (President of Abilities Awareness Club)
Joe Bermudez, Alumnus
Ex-officio: Mr. Eugene Sohn, Chief Diversity Officer
Ex-officio: Ms. Gabriella Burd, Dir. of Services for Students with Disabilities Office/
Accessibility Resource Center

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. Individuals with disabilities applying may self-identify when requesting reasonable accommodations. For all other positions, veterans and individuals with disabilities have an opportunity to self-identify once hired.

APPENDIX A
PRESIDENT'S REAFFIRMATION LETTER

OFFICE OF THE PRESIDENT



To: Campus Community

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

Date: September 5, 2012

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/diversity programs, and thank you for your assistance and support as we continue in our efforts.

APPENDICIES B – B24
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, 2013	
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 Associate Dean / Associate Administrator Assistant Dean Administrator			
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	9.9	4.0	2.5	3.0
2. % of Minorities/Females promotable, transferable, or trainable	0.60	25.0	16.6	6.4	5.2	4.9
GROUP TOTAL NO.: 19						
No. Male: 8 No. Female: 11						
		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>15</u> % <u>78.9</u>	# <u>3</u> % <u>15.8</u>	# <u>11</u> % <u>57.9</u>	# <u>1</u> % <u>5.3</u>
OVERALL AVAILABILITY:		% <u>47.4</u>	% <u>26.5</u>	% <u>10.4</u>	% <u>7.7</u>	% <u>7.9</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>2.6</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

FALL, 2013

Executive/Senior Level Official and Managers

ADMINISTRATION I:

Executive Compensation Plan Titles

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

CUNY Administration I Degree Weighting - Source: CUPS 062 as of April 16, 2012. (degrees held by employees in CUNY Administration I)

- Ph.D. = 50.6%
- M.A. = 32.7%
- B.A. = 13.9%

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	National - Earned Degrees Conferred PHD, MA, BA - 2009-10*	0.4
Factor 2	CUNY Survey 2011 - selected titles	0.6

* Note: US Dept of Education's Postsecondary Studies Division indicates 2008 is the latest data available as of 07/20/2012.

Factor 1: National Earned Degrees Conferred PHD, MA, BA - 2009-10*

	<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>
	56.1	24.8	10.1	6.3	7.6
multiply by weight - 0.4	22.4	9.9	4.0	2.5	3.0

Factor 2: CUNY Survey 2011 - 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	388	293	137	96	60	726
Professor	719	439	147	135	154	1,927
	<u>1,107</u>	<u>732</u>	<u>284</u>	<u>231</u>	<u>214</u>	<u>2,653</u>
multiply by weight - 0.6	41.7	27.6	10.7	8.7	8.1	
	25.0	16.6	6.4	5.2	4.9	

OVERALL AVAILABILITY 47.4 26.5 10.4 7.7 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, 2013	
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	23.0	10.7	3.9	3.2	3.2
2. % of Minorities/Females promotable, transferable, or trainable	0.60	35.6	29.6	14.5	7.7	7.1
GROUP TOTAL NO.: 58						
No. Male: 22 No. Female: 36						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# 36 % <u>62.1</u>	# 44 % <u>75.9</u>	# 12 % <u>20.7</u>	# 26 % <u>44.8</u>	# 6 % <u>10.3</u>
OVERALL AVAILABILITY:		% <u>58.6</u>	% <u>40.3</u>	% <u>18.4</u>	% <u>10.9</u>	% <u>10.3</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>0.0</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, 2013

**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 2009-10*	0.4
Factor 2	CUNY Survey - selected titles -CUPS miniflat selected criteria	<u>0.6</u> 1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 07/20/12.

Factor 1: 4STATE - BA 2009-10*

		<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>
		57.4	26.7	9.8	8.1	8.1
multiply by weight	0.4	23.0	10.7	3.9	3.2	3.2

Factor 2: Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles. Selected criteria from April 16, 2012 CUPS miniflat file. HEAsst. and aProf with Date of appt. to title prior to 4/16/2007.

		<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.		362	319	179	104	32	533
Asst. Prof.		440	349	148	70	128	820
TOTAL		802	668	327	174	160	1,353
		59.3	49.4	24.2	12.9	11.8	
multiply by weight	0.6	35.6	29.6	14.5	7.7	7.1	
OVERALL AVAILABILITY		58.6	40.3	18.4	10.9	10.3	

**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.

APPENDIX B2 – B11
FACULTY: PROFESSORIAL

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

AFFIRMATIVE ACTION UNIT: Agricultural/Life Science		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	54.2	24.3	4.3	6.1	13.3
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>54.2</u>	% <u>24.3</u>	% <u>4.3</u>	% <u>6.1</u>	% <u>13.3</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>13.3</u> # <u>1.2</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, 2013

Affirmative Action Unit: **Agricultural/Life Science**

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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

Biological and Biomedical Medicines

<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>
54.2	24.3	4.3	6.1	13.3

**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, 2013

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	67.8	28.5	18.1	5.4	4.3
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>18</u> No. Male: <u>5</u> No. Female: <u>13</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>13</u> % <u>72.2</u>	# <u>4</u> % <u>22.2</u>	# <u>1</u> % <u>5.6</u>	# <u>3</u> % <u>16.7</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>67.8</u>	% <u>28.5</u>	% <u>18.1</u>	% <u>5.4</u>	% <u>4.3</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>6.3</u> # <u>1.1</u> UU <u>1</u>	% <u>12.5</u> # <u>2.3</u> UU <u>2</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>4.3</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, 2013

Affirmative Action Unit: **Education**

Constituent Departments: **Education-Teacher Education**
Language & 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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

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>
67.8	28.5	18.1	5.4	4.3

**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, 2013

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	59.2	13.9	4.9	3.6	4.5
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>20</u> No. Male: <u>7</u> No. Female: <u>13</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>13</u> % <u>65.0</u>	# <u>2</u> % <u>10.0</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>5.0</u>	# <u>1</u> % <u>5.0</u>
OVERALL AVAILABILITY:		% <u>59.2</u>	% <u>13.9</u>	% <u>4.9</u>	% <u>3.6</u>	% <u>4.5</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>3.9</u> # <u>0.8</u> UU <u>1</u>	% <u>4.9</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>

**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, 2013

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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

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>
59.2	13.9	4.9	3.6	4.5

**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, 2013

AFFIRMATIVE ACTION UNIT: Fine/Applied Arts/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	51.6	19.8	3.3	5.1	10.1
2. % of Minorities/Females promotable, transferable, or trainable						
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>1</u> % <u>14.3</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>14.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>51.6</u>	% <u>19.8</u>	% <u>3.3</u>	% <u>5.1</u>	% <u>10.1</u>
UNDERUTILIZATION:		% <u>23.0</u> # <u>1.6</u> UU <u>2</u>	% <u>5.5</u> # <u>0.4</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>10.1</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, 2013

Affirmative Action Unit: **Fine/Applied Arts/Media**

Constituent Departments: **Humanities- Visual/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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

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>
51.6	19.8	3.3	5.1	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, 2013

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	60.3	22.7	2.5	13.5	5.9
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>3</u> % <u>60.0</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>60.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>60.3</u>	% <u>22.7</u>	% <u>2.5</u>	% <u>13.5</u>	% <u>5.9</u>
UNDERUTILIZATION:		% <u>60.3</u> # <u>3.0</u> UU <u>3</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.5</u> # <u>0.1</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>5.9</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, 2013

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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

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>
60.3	22.7	2.5	13.5	5.9

**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.

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2013

Affirmative Action Unit: **Health Professions**

Constituent Departments: **Allied Health Sciences- Dental
Hygiene
Allied Health Sciences- Nursing
Allied Health Sciences- Radiological
Technology
Education-Health Education**

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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

Health Professions and Related Programs

<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>
75.0	21.9	8.2	4.8	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, 2013

AFFIRMATIVE ACTION UNIT: LIBRARY		Constituent Departments: LIBRARY				
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	75.9	18.2	7.1	7.1	3.8
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>75.9</u>	% <u>18.2</u>	% <u>7.1</u>	% <u>7.1</u>	% <u>3.8</u>
UNDERUTILIZATION:		% <u>13.4</u> # <u>1.07</u> UU <u>1</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. 2009-10* weighted at 50% and National - USN4ST EDC M.A. and Ph.D. 2009-10* weighted at 50%. Derived from NCES- Postsecondary Studies Division. **WEIGHTING** 1.0

* Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 07/20/2012.

Factor 1: **4State** - Earned Degree Conferred (EDC) - M.A. and Ph.D. 2009-10* - Library Science.

		<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>
Ph.D.		80.0	13.3	6.7	0.0	6.7
50% weight	0.5	(40.0)	(6.7)	(3.4)	(0.0)	(3.4)
M.A.		80.2	14.6	5.1	4.6	4.5
50% weight	0.5	(40.1)	(7.3)	(2.6)	(2.3)	(2.3)
TOTAL		<u>80.1</u>	<u>14.0</u>	<u>6.0</u>	<u>2.3</u>	<u>5.7</u>
weight at .20		16.0	2.8	1.2	0.5	1.1

National - **USN4ST** (EDC) - M.A. and Ph.D. 2009-10* - Library Science.

		<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>
Ph.D.		67.7	22.6	9.7	9.7	3.2
50% weight	0.5	(33.9)	(11.3)	(4.9)	(4.9)	(1.6)
M.A.		82.0	16.0	5.0	6.5	3.6
50% weight	0.5	(41.0)	(8.0)	(2.5)	(3.3)	(1.8)
TOTAL		<u>74.9</u>	<u>19.3</u>	<u>7.4</u>	<u>8.2</u>	<u>3.4</u>
weight at .80		59.9	15.4	5.9	6.6	2.7

Sum of 4State and USN4ST		16.0	2.8	1.2	0.5	1.1
		<u>59.9</u>	<u>15.4</u>	<u>5.9</u>	<u>6.6</u>	<u>2.7</u>
		75.9	18.2	7.1	7.1	3.8

**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.

***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, 2013

AFFIRMATIVE ACTION UNIT: Mathematics and Computer Science		CONSTITUENT DEPARTMENTS: Business - Computer Science Mathematics				
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	28.1	19.6	3.5	3.5	12.0
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>21</u> No. Male: <u>11</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>47.6</u>	# <u>13</u> % <u>61.9</u>	# <u>2</u> % <u>9.5</u>	# <u>5</u> % <u>23.8</u>	# <u>6</u> % <u>28.6</u>
OVERALL AVAILABILITY:		% <u>28.1</u>	% <u>19.6</u>	% <u>3.5</u>	% <u>3.5</u>	% <u>12.0</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 - PROFESSORIAL

FALL, 2013

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

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

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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

Mathematics and Statistics (Weighted at 85.7 %)
Computer and Information Sciences and Support Services (Weighted at 14.3 %)

<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>
28.1	19.6	3.5	3.5	12.0

**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, 2013

AFFIRMATIVE ACTION UNIT: Physical Sciences		CONSTITUENT DEPARTMENTS: Natural Sciences- Physical Science				
EEO CATEGORY: FACULTY		Job Titles: 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	34.0	16.9	3.3	4.1	8.4
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>34.0</u>	% <u>16.9</u>	% <u>3.3</u>	% <u>4.1</u>	% <u>8.4</u>
UNDERUTILIZATION:		% <u>34.0</u> # <u>1.7</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, 2013

Affirmative Action Unit: **Physical Sciences**

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

Job Group: **Professorial**

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

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHT</u>
Factor 1	EDC- Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

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>
34.0	16.9	3.3	4.1	8.4

**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.

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

AFFIRMATIVE ACTION UNIT: Social Sciences		CONSTITUENT DEPARTMENTS: Behavioral and Social Sciences - Social Sciences Behavioral and Social Sciences - Behavioral 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	50.0	21.9	6.4	6.5	7.7
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>11</u> No. Male: <u>7</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>36.4</u>	# <u>5</u> % <u>45.5</u>	# <u>2</u> % <u>18.2</u>	# <u>3</u> % <u>27.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>50.0</u>	% <u>21.9</u>	% <u>6.4</u>	% <u>6.5</u>	% <u>7.7</u>
UNDERUTILIZATION:		% <u>13.6</u> # <u>1.5</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>7.7</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, 2013

Affirmative Action Unit: **Social Sciences**

Constituent Departments: **Behavioral and Social Sciences -
Social Sciences
Behavioral and Social Sciences -
Behavioral 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. 2009 - 10* - 4States and US Non-4ST.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10*

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>
50.0	21.9	6.4	6.5	7.7

**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's degree conferred by Title IV participating institutions 2009-2010

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races. Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 20% and US not 4ST is weighted at 80%.

	FEMALE	**Total Minority	BLACK NON-HISP.	Hispanic or Latino	ASIAN/ PAC. ISL.	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sc	49.5%	19.4%	9.8%	5.1%	4.2%	0.3%
Architecture and Related Services	46.0%	21.9%	8.1%	5.1%	8.7%	0.0%
Area, Ethnic, Cultural, Gender, and Group Studies	57.3%	44.0%	17.5%	8.6%	13.7%	3.7%
Biological and Biomedical Sciences	54.2%	24.3%	4.3%	6.1%	13.3%	0.4%
Business, Management, Marketing, Support Services	42.6%	31.4%	16.9%	4.7%	8.7%	0.8%
Communication, Journalism, and Related Programs	61.6%	16.9%	5.6%	3.7%	7.3%	0.0%
Computer and Information Sciences and Support Serv	23.4%	26.1%	5.4%	2.1%	17.8%	0.4%
Education	67.8%	28.5%	18.1%	5.4%	4.3%	0.5%
Engineering	25.2%	27.6%	4.7%	6.0%	16.4%	0.3%
Engineering Technologies and Engineering-related F	32.4%	22.1%	2.6%	2.6%	14.3%	2.6%
English Language and Literature/Letters	59.2%	13.9%	4.9%	3.6%	4.5%	0.7%
Family and Consumer Sciences/Human Sciences	78.3%	25.1%	11.6%	5.7%	6.1%	1.6%
Foreign Languages, Literatures, and Linguistics	60.3%	22.7%	2.5%	13.5%	5.9%	0.7%
Health Professions and Related Programs	75.0%	21.9%	8.2%	4.8%	7.9%	0.6%
History	44.2%	18.5%	6.6%	6.1%	4.0%	1.4%
Homeland Security, Law Enforcement, Firefighting,	49.7%	15.6%	5.5%	2.3%	6.2%	1.6%
Legal Professions and Studies	36.8%	20.0%	3.2%	7.4%	9.1%	0.3%
Liberal Arts and Sciences, General Studies and Hum	54.8%	14.5%	8.5%	4.8%	1.2%	0.0%
Library Science	70.2%	20.7%	9.1%	7.7%	3.9%	0.0%
Mathematics and Statistics	28.9%	18.5%	3.2%	3.7%	11.0%	0.3%
Multi/Interdisciplinary Studies	60.3%	22.2%	9.6%	5.1%	6.3%	1.2%
Natural Resources and Conservation	50.9%	19.2%	3.7%	5.3%	8.9%	1.3%
Parks, Recreation, Leisure and Fitness Studies	51.5%	16.8%	6.5%	3.4%	5.6%	0.9%
Philosophy and Religious Studies	32.5%	16.3%	5.9%	4.1%	5.6%	0.2%
Physical Sciences	34.0%	16.9%	3.3%	4.1%	8.4%	0.5%
Psychology	72.3%	20.9%	7.1%	6.4%	6.4%	0.6%
Public Administration and Social Service Professio	64.7%	31.0%	16.7%	5.5%	7.8%	0.7%
Social Sciences	50.0%	21.9%	6.4%	6.5%	7.7%	0.9%
Theology and Religious Vocations	24.2%	22.6%	12.2%	2.5%	7.2%	0.7%
Visual and Performing Arts	51.6%	19.8%	3.3%	5.1%	10.1%	0.8%
TOTAL ALL FIELDS	54.2%	24.2%	9.3%	5.5%	8.4%	0.6%

APPENDIX B12 – B13
FACULTY: LECTURERS

UTILIZATION ANALYSIS WORKSHEET

Four Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

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	80.1	14.4	5.7	5.8	2.0
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>7</u> No. Male: <u>1</u> No. Female: <u>6</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>6</u> % <u>85.7</u>	# <u>5</u> % <u>71.4</u>	# <u>0</u> % <u>0.0</u>	# <u>5</u> % <u>71.4</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>80.1</u>	% <u>14.4</u>	% <u>5.7</u>	% <u>5.8</u>	% <u>2.0</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>5.7</u> # <u>0.4</u> UU <u>0</u>	% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>2.0</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 - LECTURER

FALL, 2013

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 1	EDC - BA. 2009-10* - 4State weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: EDC - BA. 2009 - 10* 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>
80.1	14.4	5.7	5.8	2.0

**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
Four Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

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	68.5	21.0	7.8	7.3	4.9
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>68.5</u>	% <u>21.0</u>	% <u>7.8</u>	% <u>7.3</u>	% <u>4.9</u>
UNDERUTILIZATION:		% <u>8.5</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>7.3</u> # <u>0.4</u> UU <u>0</u>	% <u>4.9</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, 2013

Affirmative Action Unit: English

Constituent Departments: English

Job Group: LECTURER

Job Titles: Lecturer

<u>FACTORS</u>	<u>SOURCES</u>	<u>WEIGHTING</u>
Factor 1	EDC - BA. 2009-10* - 4State weighted at 50% and US Non-4ST weighted at 50%.	1.0

* Note: US Dept. of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 8/21/2012.

Factor 1: EDC - BA. 2009 - 10* 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>
68.5	21.0	7.8	7.3	4.9

**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.

BACHELOR's degree conferred by Title IV participating institutions 2009-2010

Reported data only - This listing does not include US Service Schools, Non-Resident Aliens and Unknowns are excluded from all totals. Total Minority includes: Black, Hispanic or Latino, Asian/Native Hawaii/Other Pacific Islander, American Indian Alaska Native, and Two or More Races.
 Data for 4 States = CT, NJ, NY & PA(considered as 4ST) is weighted at 50% and USn4ST is weighted at 50%.

	FEMALE	**Total Minority	BLACK NON-HISP.	Hispanic or Latino	ASIAN/ PAC. ISL.	AM.IND./ AL.NAT.
Agriculture, Agriculture Operations and Related Sc	52.2%	13.9%	4.1%	5.0%	4.0%	0.5%
Architecture and Related Services	43.6%	29.1%	5.3%	11.9%	10.6%	0.5%
Area, Ethnic, Cultural, Gender, and Group Studies	69.3%	42.3%	14.5%	13.6%	11.9%	1.5%
Biological and Biomedical Sciences	59.5%	34.0%	7.9%	6.8%	18.1%	0.5%
Business, Management, Marketing, Support Services	48.4%	29.8%	11.6%	8.7%	8.6%	0.5%
Communication, Journalism, and Related Programs	64.0%	23.6%	10.4%	7.9%	4.4%	0.5%
Communications Technologies/Technicians Support Se	34.4%	25.7%	9.5%	9.7%	5.7%	0.4%
Computer and Information Sciences and Support Serv	17.1%	29.7%	11.0%	7.9%	9.7%	0.5%
Construction Trades	4.2%	6.6%	0.8%	1.9%	2.3%	0.8%
Education	80.1%	14.4%	5.7%	5.8%	2.0%	0.6%
Engineering	18.7%	27.1%	4.7%	6.8%	14.5%	0.5%
Engineering Technologies and Engineering-related F	9.6%	21.5%	8.7%	6.8%	4.9%	0.6%
English Language and Literature/Letters	68.5%	21.0%	7.8%	7.3%	4.9%	0.5%
Family and Consumer Sciences/Human Sciences	89.3%	24.8%	10.2%	7.6%	5.9%	0.6%
Foreign Languages, Literatures, and Linguistics	71.9%	29.2%	4.1%	17.8%	6.2%	0.4%
Health Professions and Related Programs	85.2%	27.9%	12.5%	6.6%	7.9%	0.5%
History	41.1%	17.1%	4.6%	7.6%	3.7%	0.7%
Homeland Security, Law Enforcement, Firefighting,	47.1%	37.5%	18.7%	14.3%	3.3%	0.7%
Legal Professions and Studies	69.2%	39.7%	20.5%	12.1%	6.0%	0.7%
Liberal Arts and Sciences, General Studies and Hum	62.8%	31.0%	16.0%	9.6%	3.8%	0.9%
Library Science	87.0%	9.2%	2.6%	4.0%	1.4%	0.0%
Mathematics and Statistics	45.4%	23.4%	5.2%	6.1%	11.3%	0.4%
Mechanic and Repair Technologies/Technicians	2.1%	18.3%	4.8%	7.6%	5.9%	0.0%
Multi/Interdisciplinary Studies	61.2%	28.0%	9.4%	9.9%	7.6%	0.7%
Natural Resources and Conservation	47.5%	12.8%	2.0%	4.6%	4.8%	0.8%
Parks, Recreation, Leisure and Fitness Studies	44.9%	19.0%	8.6%	5.7%	3.7%	0.6%
Personal and Culinary Services	52.2%	23.7%	11.3%	7.1%	3.4%	0.9%
Philosophy and Religious Studies	39.0%	21.8%	7.4%	7.3%	6.0%	0.6%
Physical Sciences	41.2%	22.4%	5.1%	5.1%	11.1%	0.5%
Precision Production	17.4%	13.0%	0.0%	2.2%	10.9%	0.0%
Psychology	77.6%	31.0%	12.1%	10.9%	6.8%	0.6%
Public Administration and Social Service Professio	81.8%	41.5%	23.9%	12.4%	3.4%	1.0%
Science Technologies/Technicians	53.1%	27.8%	4.6%	16.7%	4.8%	1.0%
Social Sciences	52.1%	32.1%	11.1%	10.4%	9.3%	0.6%
Theology and Religious Vocations	27.8%	11.1%	5.2%	3.2%	1.8%	0.5%
Transportation and Materials Moving	13.0%	33.9%	11.2%	14.7%	6.7%	0.4%
Visual and Performing Arts	61.0%	22.0%	6.3%	7.8%	6.8%	0.6%
TOTAL ALL FIELDS	57.5%	27.3%	10.1%	8.5%	7.5%	0.6%

APPENDIX B-14
PROFESSIONAL/NON FACULTY

UTILIZATION ANALYSIS WORKSHEET						
Two Factor Availability						
					College: Eugenio Maria de Hostos Community College	
					Semester/Year: FALL, 2013	
AFFIRMATIVE ACTION UNIT: ADMINISTRATION III			Constituent Departments:			
EEO CATEGORY: PROFESSIONAL/NON-FACULTY			Job Titles: Higher Education assistant (HEa) Assistant to Higher Education Officer (aHEO)			
JOB GROUP: 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	40.2	18.7	6.9	5.7	5.7
2. % of Minorities/Females promotable, transferable, or trainable	0.30	20.9	18.0	9.2	4.8	3.8
GROUP TOTAL NO.: <u>68</u>						
No. Male: <u>22</u> No. Female: <u>46</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>46</u> % <u>67.6</u>	# <u>55</u> % <u>80.9</u>	# <u>20</u> % <u>29.4</u>	# <u>32</u> % <u>47.1</u>	# <u>3</u> % <u>4.4</u>
OVERALL AVAILABILITY:		% <u>61.1</u>	% <u>36.7</u>	% <u>16.1</u>	% <u>10.5</u>	% <u>9.5</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>5.1</u> # <u>3.5</u> UU <u>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.

FACTOR / SOURCE SHEET

FALL, 2013

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 2009-10*	0.7
Factor 2	CUNY Survey - selected titles & criteria-Source April 16, 2012 Access miniflat file	0.3

Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 7/20/12.

Factor 1: 4STATES EDC Bachelors 2009-10*

		<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>
		57.4	26.7	9.8	8.1	8.1
multiply by weight -	0.7	40.2	18.7	6.9	5.7	5.7

Factor 2: CUNY - Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles. Selected criteria from April 16, 2012 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)		411	381	181	106	93	690
Gittlesons (holding BA degree or higher in title only)		317	244	141	60	40	354
		728	625	322	166	133	1,044
		69.7	59.9	30.8	15.9	12.7	
multiply by weight -	0.3	20.9	18.0	9.2	4.8	3.8	
OVERALL AVAILABILITY		61.1	36.7	16.1	10.5	9.5	

**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.

APPENDIX B15 – B16
SECRETARIAL/CLERICAL

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

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	93.2	68.3	36.9	25.4	5.8
GROUP TOTAL NO.: <u>11</u> No. Male: <u>2</u> No. Female: <u>9</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>9</u> % <u>81.8</u>	# <u>10</u> % <u>90.9</u>	# <u>7</u> % <u>63.6</u>	# <u>3</u> % <u>27.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% 93.2	% 68.3	% 36.9	% 25.4	% 5.8
UNDERUTILIZATION:		% <u>11.4</u> # <u>1.25</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>5.8</u> # <u>0.64</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.

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 2010 - 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 Spring 2010 Survey with selected titles closely approximates the pool of candidates eligible for the position.	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>93.2</u>	<u>68.3</u>	<u>36.9</u>	<u>25.4</u>	<u>5.8</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

Two Factor Availability

College: Eugenio Maria de Hostos Community College
Semester/Year: FALL, 2013

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.: <u>47</u> No. Male: <u>2</u> No. Female: <u>45</u>						
		Females	**Total	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>45</u>	# <u>45</u>	# <u>10</u>	# <u>34</u>	# <u>1</u>
		% 95.7	% 95.7	% 21.3	% 72.3	% 2.1
OVERALL AVAILABILITY:		% <u>92.8</u>	% <u>31.8</u>	% <u>14.7</u>	% <u>13.0</u>	% <u>3.6</u>
UNDERUTILIZATION:		% NONE	% NONE	% NONE	% NONE	% 1.5
		# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>0.69</u>
		UU <u>0</u>	UU <u>0</u>	UU <u>0</u>	UU <u>0</u>	UU <u>1</u>

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

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 – B19
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, 2013

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	37.1	48.9	16.4	12.7	17.6
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>14</u>						
No. Male: <u>8</u> No. Female: <u>6</u>						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>6</u> % <u>42.9</u>	# <u>11</u> % <u>78.6</u>	# <u>2</u> % <u>14.3</u>	# <u>9</u> % <u>64.3</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>37.1</u>	% <u>48.9</u>	% <u>16.4</u>	% <u>12.7</u>	% <u>17.6</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.0</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>2.1</u> # <u>0.29</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>17.6</u> # <u>2.46</u> UU <u>3</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, 2013

ADMINISTRATION IV: College Laboratory Technician Series

ADMINISTRATION IV: (titles listed below)

ONLY list titles that apply to College and delete this line

- 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**

- a. * ^^ Health Technologist & Technicians
- b. * ^^ Engineering & Related Technologists & Technicians
- c. * ^^ Science Technicians
- d. * ^^ Computer Technicians
- e. * ^^ Broadcasting Equipment / Communications Technicians
- f. * ^^ 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

AREA/FIELD	# of technicians in area/field	TOTAL # of Technicians	% of technicians in area/field			**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
				Male	Female				
* ^^ Health	3	14	21%						
* ^^ Engineering	0	14	0%						
* ^^ Science	4	14	29%						
* ^^ Computers	0	14	0%						
* ^^ Broadcasting/Communications	3	14	21%						
* ^^ Bus. & Mngmnt / Serv. Occupations	4	14	29%						
TOTAL Number of CLTs	14			8	6	11	2	9	0

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

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	African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
Health	54.2	63.0	30.2	13.9	15.6
Engineering	14.7	59.2	21.8	17.7	15.5
Science	52.6	52.3	16.9	18.8	13.0
Computers	24.6	47.6	12.9	9.9	21.4
Broadcasting/Communications	16.6	39.4	17.1	14.1	5.5
Bus. & Mngmnt / Serv. Occupations	23.9	42.1	5.5	4.6	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	21%	11.4	13.2	6.3	2.9	3.3
Engineering	0%	0.0	0.0	0.0	0.0	0.0
Science	29%	15.3	15.2	4.9	5.5	3.8
Computers	0%	0.0	0.0	0.0	0.0	0.0
Broadcasting/Communications	21%	3.5	8.3	3.6	3.0	1.2
Bus. & Mngmnt / Serv. Occupations	29%	6.9	12.2	1.6	1.3	9.3

TOTAL OVERALL AVAILABILITY (OA)	37.1	48.9	16.4	12.7	17.6
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**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, 2013

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) 2009 - 10	

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	0.9	45.7	60.1	28.8	13.3	14.7	
Factor 2:	Health Professions and Related Clinical Sciences	15,076	5,208	2,417	1,091	1,628	17,732
		85.0	29.4	13.6	6.2	9.2	
Factor 2 weighted at .1	0.1	8.5	2.9	1.4	0.6	0.9	
Factors 1 and 2 Health Tech. & Tech.		54.2	63.0	30.2	13.9	15.6	

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	0.9	13.8	57.2	21.0	17.0	14.9	
Factor 2:	Engineering Technologies/Technicians	171	385	143	124	110	1,879
		9.1	20.5	7.6	6.6	5.9	
Factor 2 weighted at .1	0.1	0.9	2.0	0.8	0.7	0.6	
Factors 1 and 2 Eng. & Related Tech. & Tech.		14.7	59.2	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
	Technicians, Incl. Soc. Sci Research Asst. & Nuclear Tech.	1,994	1,804	619	590	478	3,340
	Geological and Petroleum Technicians	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	0.9	47.0	49.2	16.6	16.7	12.2	
Factor 2:	Science Technologies/Technicians	22	12	1	8	3	39
		56.4	30.8	2.6	20.5	7.7	
Factor 2 weighted at .1	0.1	5.6	3.1	0.3	2.1	0.8	
Factors 1 and 2 Science Tech.		52.6	52.3	16.9	18.8	13.0	

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	0.9	23.0	44.7	11.9	9.1	20.3	
Factor 2:	Computer and Information Sciences and Support Services	891	1,614	529	444	603	5,504
		16.2	29.3	9.6	8.1	11.0	
Factor 2 weighted at .1	0.1	1.6	2.9	1.0	0.8	1.1	
Factors 1 and 2 Computer Tech.		24.6	47.6	12.9	9.9	21.4	

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	0.9	12.4	37.1	16.2	13.1	5.0	
Factor 2:	Communication Technologies/Technicians and Support Services	186	102	38	43	21	444
		41.9	23.0	8.6	9.7	4.7	
Factor 2 weighted at .1	0.1	4.2	2.3	0.9	1.0	0.5	
Factors 1 and 2 Broadcasting Equip./ Comm. Tech.		16.6	39.4	17.1	14.1	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	0.9	19.1	40.2	4.2	4.2	31.8	
Factor 2:	Personal and Culinary Services	60	24	16	5	2	124
		48.4	19.4	12.9	4.0	1.6	
Factor 2 weighted at .1	0.1	4.8	1.9	1.3	0.4	0.2	
Factors 1 and 2 Bus. & Management & Service Occ.		23.9	42.1	5.5	4.6	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 de Maria de Hostos Community College
Semester/Year:	FALL, 2013

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
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>26</u>						
No. Male: <u>22</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>15.4</u>	# <u>23</u> % <u>88.5</u>	# <u>2</u> % <u>7.7</u>	# <u>17</u> % <u>65.4</u>	# <u>4</u> % <u>15.4</u>
OVERALL AVAILABILITY:		% 29.6	% 36.3	% 9.1	% 7.1	% 19.9
UNDERUTILIZATION:		% <u>14.3</u> # <u>3.71</u> UU <u>4</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>1.4</u> # <u>0.36</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>4.5</u> # <u>1.16</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>Asian or Nat. Haw. or Other Pac. Isl.</u>
	<u>Hispanic or Latino</u>
	<u>Black or African American</u>
	<u>**Total Minority</u>
	<u>Female</u>
	<u>19.9</u>
	<u>7.1</u>
	<u>9.1</u>
	<u>36.3</u>
	<u>29.6</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.

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

AFFIRMATIVE ACTION UNIT: ACCOUNTANTS - ACCOUNTANT ASSISTANT		Constituent Departments:				
EEO CATEGORY: Technical/Paraprofessional		Job Titles: Finance Accountant Assistant Assistant Purchasing Agent				
JOB GROUP: Finance Accountant 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	45.5	30.8	10.6	7.1	12.8
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>8</u> % <u>100.0</u>	# <u>2</u> % <u>25.0</u>	# <u>5</u> % <u>62.5</u>	# <u>1</u> % <u>12.5</u>	
OVERALL AVAILABILITY:	% <u>45.5</u>	% <u>30.8</u>	% <u>10.6</u>	% <u>7.1</u>	% <u>12.8</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>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>0.3</u> # <u>0.02</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.

ACCOUNTANTS - ACCOUNTANT ASSISTANT

Technical/Paraprofessional

ACCOUNTANT:

ACCOUNTING ASSISTANT:

Finance Accountant Assistant
Assistant Purchasing Agent

<u>SOURCE</u>	<u>WEIGHTING</u>																									
Factor 1: 2000 U.S. Census - NY, NJ, CT, PA - CMSA, "Accountants and Auditors (code 80) and Purchasing Managers (15)	1.0																									
<table border="0"> <tr> <td></td> <td align="center"><u>**Total</u></td> <td align="center"><u>Black or</u></td> <td></td> <td align="center"><u>Asian or</u></td> </tr> <tr> <td align="center"><u>Female</u></td> <td align="center"><u>Minority</u></td> <td align="center"><u>African</u></td> <td align="center"><u>Hispanic</u></td> <td align="center"><u>Nat. Haw.</u></td> </tr> <tr> <td align="center"><u>45.5</u></td> <td align="center"><u>30.8</u></td> <td align="center"><u>American</u></td> <td align="center"><u>or Latino</u></td> <td align="center"><u>or Other</u></td> </tr> <tr> <td></td> <td></td> <td align="center"><u>10.6</u></td> <td align="center"><u>7.1</u></td> <td align="center"><u>Pac. Isl.</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td align="center"><u>12.8</u></td> </tr> </table>		<u>**Total</u>	<u>Black or</u>		<u>Asian or</u>	<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>Hispanic</u>	<u>Nat. Haw.</u>	<u>45.5</u>	<u>30.8</u>	<u>American</u>	<u>or Latino</u>	<u>or Other</u>			<u>10.6</u>	<u>7.1</u>	<u>Pac. Isl.</u>					<u>12.8</u>	
	<u>**Total</u>	<u>Black or</u>		<u>Asian or</u>																						
<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>Hispanic</u>	<u>Nat. Haw.</u>																						
<u>45.5</u>	<u>30.8</u>	<u>American</u>	<u>or Latino</u>	<u>or Other</u>																						
		<u>10.6</u>	<u>7.1</u>	<u>Pac. Isl.</u>																						
				<u>12.8</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.

APPENDIX B-20
SKILLED CRAFTS

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **Eugenio Maria de Hostos Community College**
 Semester/Year: **FALL, 2013**

AFFIRMATIVE ACTION UNIT: SKILLED TRADES/CRAFTS		Constituent Departments:				
EEO CATEGORY: Skilled Crafts		Job Titles: Carpenter Maintenance Worker Laborer Oiler Electrician Painter Electrician Helper Plumber High Pressure Plant Tender Plumber Helper Locksmith Thermostat Repairer Stationary Engineer				
JOB GROUP: SKILLED TRADES/CRAFTS						
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
	1.00	2.7	36.2	11.3	20.9	3.6
2. % of Minorities/Females promotable, transferable, or trainable						
GROUP TOTAL NO.: <u>26</u> No. Male: <u>26</u> No. Female: <u>0</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>0</u> % <u>0.0</u>	# <u>10</u> % <u>38.5</u>	# <u>3</u> % <u>11.5</u>	# <u>6</u> % <u>23.1</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>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>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./Al. Natives and Two or More Races.

SKILLED TRADES/CRAFTS
Skilled Crafts

SKILLED TRADES/CRAFTS:

- | | |
|----------------------------|---------------------|
| Carpenter | Maintenance Worker |
| Laborer | Oiler |
| Electrician | Painter |
| Electrician Helper | Plumber |
| High Pressure Plant Tender | Plumber Helper |
| Locksmith | Stationary Engineer |
| 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>
2.7	36.2	11.3	20.9	3.6

**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.

APPENDIX B-21 – B-24
SERVICE/MAINTENANCE

UTILIZATION ANALYSIS WORKSHEET
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

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>7</u>	# <u>4</u>	# <u>3</u>	# <u>0</u>
		% <u>28.6</u>	% <u>100.0</u>	% <u>57.1</u>	% <u>42.9</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>NONE</u>	% <u>NONE</u>	% <u>NONE</u>	% <u>7.8</u>
		# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>0.00</u>	# <u>0.55</u>
		UU <u>0</u>	UU <u>0</u>	UU <u>0</u>	UU <u>0</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

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
Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

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.: 29 No. Male: 22 No. Female: 7						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>7</u> % <u>24.1</u>	# <u>26</u> % <u>89.7</u>	# <u>15</u> % <u>51.7</u>	# <u>9</u> % <u>31.0</u>	# <u>2</u> % <u>6.9</u>
OVERALL AVAILABILITY:		% 23.7	% 66.1	% 40.2	% 22.0	% 3.5
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.

CAMPUS PEACE/SECURITY OFFICER LEVEL 1
 Service/Maintenance

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

Campus Peace/Security Officer Level 1
 Campus Security Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
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>Female</u>	<u>Minority</u>	<u>African</u>	<u>Hispanic</u>	<u>Haw. or Other</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

Two Factor Availability

College:	Eugenio Maria de Hostos Community College
Semester/Year:	FALL, 2013

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: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
	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

CUSTODIAL SUPERVISORY

Service/Maintenance

CUSTODIAL SUPERVISORY:

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

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

Two Factor Availability

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

Semester/Year: **FALL, 2013**

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.: 34 No. Male: 29 No. Female: 5						
		Females	** Total Minority	Black or African American	Hispanics or Latino	Asian or Nat. Haw. or Other Pac. Isl.
CURRENT UTILIZATION:		# <u>5</u> % <u>14.7</u>	# <u>34</u> % <u>100.0</u>	# <u>13</u> % <u>38.2</u>	# <u>21</u> % <u>61.8</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>8.4</u> # <u>2.85</u> UU <u>3</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>0.85</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.

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>** 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>
	<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 AVAILABILTY
AND ANNUAL PLACEMENT GOALS

2013 Comparing Incumbency to Availability and Annual Placement Goals

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

TM=Total Minority; B=Black; H=Hispanic; API=Asian or Nat. Haw. or Other Pac. Isl.

Affirmative Action Units (within EEO6 Category)	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If Yes, Goal for Females % (#)	Total Minority Incumbency %	Total Minority Availability %	Establish Goal? Yes/No	If Yes, Goal for Total Minorities* TM % (#) and indicate if there is UU in a specific group % (#)
3. PROFESSIONAL/NON FACULTY								
4. SECRETARIAL/CLERICAL								
CUNY Administrative Assistant	81.8%	93.2%	YES	11.4% (1)	90.9%	68.3%	NO	API: 5.8% (1)
5. TECHNICAL/PARA PROFESSIONAL								
Computer Specialists	15.4%	29.6%	YES	14.3% (4)	88.5%	36.3%	NO	API: 4.5% (1)
6. SKILLED CRAFTS								
Skilled Crafts	0.0%	2.7%	YES	2.7% (1)	38.5%	36.2%	NO	API: 3.6% (1)
7. SERVICE MAINTENANCE								
Custodial Assistants	14.7%	23.1%	YES	8.4% (3)	100.0%	63.2%	NO	API: 2.5% (1)
Custodial Supervisory	16.7%	28.6%	YES	11.9% (1)	100.0%	59.3%	NO	B: 18.8% (1)

APPENDIX D – D4
HISTORICAL UNDERUTILIZATION/PROGRESS REPORT

PROGRESS REPORT - HISTORICAL UNDERUTILIZATION
FALL, 2009 - 2013

This form is to be used if there have been NO changes in the Affirmative Action Unit or Constituent Departments from 2009 to 2013

AAU: ADMINISTRATION 1		TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.	
		#	# uu	# uu	# uu	# uu	# uu	
JOB GROUP:	ADMINISTRATION 1	2009	14	8 0	11 0	1 1	8 0	2 0
Constituent Dept.	PRESIDENT, SEN. VICE PRESIDENT, VP,	2010	16	9 0	12 0	1 1	9 0	2 0
	ASST. VP, ADMINISTRATOR, ASSOC. DEAN,	2011	17	11 0	14 0	2 0	10 0	2 0
	ASSOC. ADMINISTRATOR, ASST. DEAN	2012	17	11 0	14 0	2 0	10 0	2 0
		2013	19	11 0	15 0	3 0	11 0	1 1

AAU: ADMINISTRATION 2		TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.	
		#	# uu	# uu	# uu	# uu	# uu	
JOB GROUP:	ADMINISTRATION 2	2009	47	28 0	34 0	9 0	20 0	5 0
Constituent Dept.	HIGHER EDUCATION OFFICER (HEO)	2010	49	27 1	35 0	10 0	20 0	5 0
	HIGHER EDUCATION ASSOCIATE (HEA)	2011	49	29 0	36 0	10 0	21 0	5 0
		2012	57	34 0	42 0	13 0	23 0	6 0
		2013	58	36 0	44 0	12 0	26 0	6 0

AAU: ADMINISTRATION 3		TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.	
		#	# uu	# uu	# uu	# uu	# uu	
JOB GROUP:	ADMINISTRATION 3	2009	43	26 0	34 0	7 0	25 0	2 2
Constituent Dept.	HIGHER EDUCATION ASSISTANT (Hea)	2010	54	34 0	44 0	11 0	30 0	3 2
	ASST. TO HEO (Aheo)	2011	48	30 0	40 0	10 0	27 0	3 2
		2012	51	31 1	43 0	13 0	27 0	3 2
		2013	68	46 0	55 0	20 0	32 0	3 4

AAU: ADMINISTRATION 4		TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.	
		#	# uu	# uu	# uu	# uu	# uu	
JOB GROUP:	ADMINISTRATION 4	2009	15	7 0	12 0	3 0	9 0	0 2
Constituent Dept.	SEN. COLLEGE LABORATORY TECHNICIAN	2010	15	6 0	12 0	2 0	10 0	0 3
	COLLEGE LABORATORY TECHNICIAN	2011	13	5 0	11 0	2 0	9 0	0 2
		2012	13	5 0	11 0	2 0	9 0	0 2
		2013	14	6 0	11 0	2 0	9 0	0 3

AAU: ACCOUNTANTS- ACCOUNTANT ASSISTANT		TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.	
		#	# uu	# uu	# uu	# uu	# uu	
JOB GROUP:	FINANCE ACCOUNTANT ASSISTANT	2009	6	5 0	6 0	0 1	4 0	2 0
Constituent Dept.	FINANCE ACCOUNTANT ASSISTANT	2010						
	ASSISTANT PURCHASING AGENT	2011						
		2012						
		2013	8	7 0	8 0	2 0	5 0	1 0

AAU: CAMPUS PEACE/SECURITY OFFICER LVL 1		TOTAL	WOMEN	TOTAL	BLACK	HISPANIC	ASIAN/ PAC.ISL.	
		#	# uu	# uu	# uu	# uu	# uu	
JOB GROUP:	CAMPUS PEACE/SECURITY OFFICER LVL 1	2009	26	6 0	24 0	10 1	12 0	2 0
Constituent Dept.	CAMPUS PEACE/SECURITY OFFICER LVL 1	2010	27	6 0	23 0	12 0	9 0	2 0
	CAMPUS SECURITY ASSISTANT	2011	23	5 1	20 0	12 0	6 0	2 0
		2012	32	10 0	29 0	17 0	10 0	2 0
		2013	29	7 0	26 0	15 0	9 0	2 0

= 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, 2009 - 2013

This form is to be used if there have been NO changes in the Affirmative Action Unit or Constituent Departments from 2009 to 2013

		TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.		
		#	#	uu	#	uu	#	uu	#	uu	#	uu	
AAU:	CAMPUS SECURITY SAFETY SPECIALIST												
JOB GROUP:	CAMPUS PUBLIC SAFETY SERGEANT	2009	7	4	0	6	0	3	1	3	0	0	1
Constituent Dept.	CAMPUS PUBLIC SAFETY SERGEANT	2010	7	2	0	7	0	4	0	3	0	0	1
	CAMPUS SECURITY SPECIALIST	2011	8	2	0	8	0	4	1	4	0	0	1
		2012	7	2	0	7	0	4	0	3	0	0	1
		2013	7	2	0	7	0	4	0	3	0	0	1

		TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.		
		#	#	uu	#	uu	#	uu	#	uu	#	uu	
AAU:	COMPUTER SPECIALIST												
JOB GROUP:	COMPUTER SPECIALIST	2009	19	3	3	18	0	2	0	13	0	3	1
Constituent Dept.	IT SEN. ASSOCIATE	2010	23	5	2	20	0	2	0	14	0	4	1
	IT ASSOCIATE	2011	24	5	2	21	0	2	0	15	0	4	1
	IT ASSISTANT	2012	24	4	3	21	0	1	1	16	0	4	1
	IT SUPPORT ASSISTANT	2013	26	4	4	23	0	2	0	17	0	4	1

		TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.		
		#	#	uu	#	uu	#	uu	#	uu	#	uu	
AAU:	CUSTODIAL ASSISTANT												
JOB GROUP:	CUSTODIAL ASSISTANT	2009	33	8	0	33	0	14	0	14	0	0	1
Constituent Dept.	CUSTODIAL ASSISTANT	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
		2013	34	5	3	34	0	13	0	21	0	0	1

		TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.		
		#	#	uu	#	uu	#	uu	#	uu	#	uu	
AAU:	CUSTODIAL SUPERVISORY												
JOB GROUP:	CUSTODIAL SUPERVISORY	2009	6	1	1	6	0	1	0	5	0	0	0
Constituent Dept.	CUSTODIAL PRINCIPAL SUPERVISOR	2010	6	1	1	6	0	0	1	6	0	0	0
	CUSTODIAL ASST. PRINCIPAL SUPERVISOR	2011	6	1	1	6	0	0	1	6	0	0	0
	CUSTODIAL SEN. SUPERVISOR	2012	6	1	1	6	0	0	1	6	0	0	0
	CUSTODIAL SUPERVISOR	2013	6	1	1	6	0	0	1	6	0	0	0

		TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.		
		#	#	uu	#	uu	#	uu	#	uu	#	uu	
AAU:	CUNY OFFICE/SECRETARIAL ASSISTANT												
JOB GROUP:	CUNY OFFICE/SECRETARIAL ASSISTANT	2009	44	41	0	43	0	12	0	30	0	1	1
Constituent Dept.	ALL LEVELS	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
		2013	47	45	0	45	0	10	0	34	0	1	1

		TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.		
		#	#	uu	#	uu	#	uu	#	uu	#	uu	
AAU:	CUNY ADMINISTRATIVE ASSISTANT												
JOB GROUP:	CUNY ADMINISTRATIVE ASSISTANT	2009	11	9	2	10	0	7	0	3	0	0	1
Constituent Dept.	ALL LEVELS	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
		2013	11	9	1	10	0	7	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, 2009 - 2013

This form is to be used if there have been NO changes in the Affirmative Action Unit or Constituent Departments from 2009 to 2013.

AAU: SKILLED CRAFTS			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
JOB GROUP:	SKILLED CRAFTS	2009	#	#	uu	#	uu	#	uu	#	uu	#	uu
Constituent Dept.	CARPENTER, LABORER, ELECTRICIAN,	2010	27	0	1	8	2	3	0	5	1	0	1
	ELECTRICIAN'S HELPER, HIGH PRESSURE PLANT TENDER, LOCKSMITH, OILER, PAINTER,	2011	25	0	1	7	2	3	0	4	1	0	1
	MAINTENANCE WORKER, PLUMBER,	2012	26	0	1	9	0	3	0	5	0	0	1
	PLUMBER'S HELPER, THERMOSTAT REPAIRER, STATIONARY ENGINEER	2013	26	0	1	10	0	3	0	6	0	0	1

AAU: _____			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
JOB GROUP:	_____	2009	#	#	uu	#	uu	#	uu	#	uu	#	uu
Constituent Dept.	_____	2010											
	_____	2011											
	_____	2012											
	_____	2013											

AAU: _____			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
JOB GROUP:	_____	2009	#	#	uu	#	uu	#	uu	#	uu	#	uu
Constituent Dept.	_____	2010											
	_____	2011											
	_____	2012											
	_____	2013											

AAU: _____			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
JOB GROUP:	_____	2009	#	#	uu	#	uu	#	uu	#	uu	#	uu
Constituent Dept.	_____	2010											
	_____	2011											
	_____	2012											
	_____	2013											

AAU: _____			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
JOB GROUP:	_____	2009	#	#	uu	#	uu	#	uu	#	uu	#	uu
Constituent Dept.	_____	2010											
	_____	2011											
	_____	2012											
	_____	2013											

AAU: _____			TOTAL	WOMEN		TOTAL MINORITY		BLACK		HISPANIC		ASIAN/ PAC.ISL.	
JOB GROUP:	_____	2009	#	#	uu	#	uu	#	uu	#	uu	#	uu
Constituent Dept.	_____	2010											
	_____	2011											
	_____	2012											
	_____	2013											

= 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

APPENDIX E – E1
PERSONNEL ACTIVITY TABLE/APPLICANT DATA-RECRUITMENT
DOCUMENTATION

2013 PERSONNEL ACTIVITY TABLE (page 1 of 2)

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

Period Covered: **7 / 1 / 12 to 6 / 30 / 13**

	TOTAL****			BLACK OR AFRICAN AM.		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER. IND./ALASK. NAT.		TOTAL MINORITY***			WHITE (including Ital. Am.)		UNKNOWN*		TOTAL NON-MINORITY**		
	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
EXEC./ADMIN/MANAGERIAL																					
New Hires	6	3	9	1	0	3	3	0	0	0	0	4	3	7	2	0	0	0	2	0	2
Terminations	5	1	6	1	0	1	0	1	0	0	0	3	0	3	2	1	0	0	2	1	3
Upgrades	1	0	1	0	0	1	0	0	0	0	0	1	0	1	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
FACULTY																					
New Hires	7	8	15	1	0	3	1	1	0	0	0	5	1	6	2	7	0	0	2	7	9
Terminations	5	6	11	1	1	2	3	1	1	0	0	4	5	9	1	1	0	0	1	1	2
Upgrades	4	3	7	0	0	1	0	1	1	0	0	2	1	3	2	2	0	0	2	2	4
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONAL/NON-FACULTY																					
New Hires	5	21	26	3	5	2	10	0	0	0	0	5	15	20	0	6	0	0	0	6	6
Terminations	1	6	7	0	1	1	5	0	0	0	0	1	6	7	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
Transfers	0	1	1	0	0	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0
SECRETARIAL/CLERICAL																					
New Hires	1	3	4	0	0	1	2	0	0	0	0	1	2	3	0	1	0	0	0	1	1
Terminations	2	5	7	1	3	1	2	0	0	0	0	2	5	7	0	0	0	0	0	0	0
Upgrades	0	3	3	0	1	0	2	0	0	0	0	0	3	3	0	0	0	0	0	0	0
Transfers	0	1	1	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0
TECHNICAL/PARAPROFESSIONAL																					
New Hires	3	4	7	1	2	1	1	1	0	0	0	3	3	6	0	1	0	0	0	1	1
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Upgrades	3	0	3	0	0	3	0	0	0	0	0	3	0	3	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
SKILLED TRADES																					
New Hires	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Terminations	1	0	1	0	0	0	0	0	0	0	0	0	0	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
Transfers	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	4	3	7	3	0	1	3	0	0	0	0	4	3	7	0	0	0	0	0	0	0
Terminations	5	9	14	3	2	2	7	0	0	0	0	5	9	14	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
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL																					
New Hires	27	42	69	9	7	12	20	2	0	0	0	23	27	50	4	15	0	0	4	15	19
Terminations	19	27	46	6	7	7	17	2	1	0	0	15	25	40	4	2	0	0	4	2	6
Upgrades	8	6	14	0	1	5	2	1	1	0	0	6	4	10	2	2	0	0	2	2	4
Transfers	0	2	2	0	0	0	1	0	1	0	0	0	2	2	0	0	0	0	0	0	0

REMINDER:

*Unknowns are subtracted from all totals.
 **Total Non-Minority is equal to White including 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.

2013 APPLICANT DATA - RECRUITMENT DOCUMENTATION (page 2 of 2)

COLLEGE: Eugenio Maria de Hostos Community College

Period Covered: 7/1/12 to 6/30/13

	TOTAL****			BLACK OR AFRICAN AM.		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER. IND./ALASK. NAT.		TOTAL MINORITY***			WHITE (including Ital. Am.)		UNKNOWN*		TOTAL NON-MINORITY**		
	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	TOTAL
EXEC./ADMIN./MANAGERIAL																					
Applicants	373	223	596	129	95	94	72	25	14	2	0	250	181	431	123	42	89	19	123	42	165
Interviews	22	13	35	7	2	7	8	3	1	0	0	17	11	28	5	2	4	1	5	2	7
Offers	6	3	9	1	0	3	3	0	0	0	0	4	3	7	2	0	1	0	2	0	2
TOTAL WORKFORCE FROM EE06	36	47	83	8	8	17	23	3	4	0	0	28	35	63	8	12	0	0	8	12	20
FACULTY																					
Applicants	198	183	381	44	57	27	19	22	17	1	0	94	93	187	104	90	55	11	104	90	194
Interviews	29	34	63	4	6	6	5	3	1	1	0	14	12	26	15	22	11	0	15	22	37
Offers	8	10	18	1	0	4	2	1	0	0	0	6	2	8	2	8	0	0	2	8	10
TOTAL WORKFORCE FROM EE06	78	85	163	6	13	23	24	7	6	0	0	36	43	79	42	42	0	0	42	42	84
PROFESSIONAL/NON-FACULTY																					
Applicants	1019	1789	2808	365	723	308	580	106	118	11	9	790	1430	2220	229	359	336	69	229	359	588
Interviews	23	67	90	5	24	11	28	1	4	0	0	17	56	73	6	11	15	3	6	11	17
Offers	5	22	27	3	5	2	10	0	0	0	0	5	15	20	0	7	0	0	0	7	7
TOTAL WORKFORCE FROM EE06	22	48	70	5	15	10	24	2	1	0	0	17	40	57	5	8	0	0	5	8	13
SECRETARIAL/CLERICAL																					
Applicants	1	5	6	0	1	1	2	0	0	0	0	1	3	4	0	2	0	1	0	2	2
Interviews	1	5	6	0	1	1	2	0	0	0	0	1	3	4	0	2	0	1	0	2	2
Offers	1	3	4	0	0	1	2	0	0	0	0	1	2	3	0	1	0	0	0	1	1
TOTAL WORKFORCE FROM EE06	6	55	61	2	15	4	36	0	1	0	0	6	52	58	0	3	0	0	0	3	3
TECHNICAL/PARAPROFESSIONAL																					
Applicants	419	213	632	137	68	111	58	84	47	3	1	335	174	509	84	39	94	16	84	39	123
Interviews	27	21	48	10	3	9	7	5	4	0	0	24	14	38	3	7	6	1	3	7	10
Offers	3	4	7	1	2	1	1	1	0	0	0	3	3	6	0	1	0	0	0	1	1
TOTAL WORKFORCE FROM EE06	33	19	52	6	3	20	12	4	1	0	0	30	16	46	3	3	0	0	3	3	6
SKILLED TRADES																					
Applicants	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Interviews	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Offers	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0
TOTAL WORKFORCE FROM EE06	26	0	26	3	0	6	0	0	0	1	0	10	0	10	16	0	0	0	16	0	16
SERVICE/MAINTENANCE																					
Applicants	11	11	22	5	7	4	3	1	1	1	0	11	11	22	0	0	5	0	0	0	0
Interviews	11	11	22	5	7	4	3	1	1	1	0	11	11	22	0	0	5	0	0	0	0
Offers	4	3	7	3	0	1	3	0	0	0	0	4	3	7	0	0	0	0	0	0	0
TOTAL WORKFORCE FROM EE06	63	16	79	27	7	32	8	2	0	0	0	61	15	76	2	1	0	0	2	1	3
TOTAL																					
Applicants	2022	2424	4446	680	951	546	734	238	197	18	10	1482	1892	3374	540	532	579	116	540	532	1072
Interviews	114	151	265	31	43	39	53	13	11	2	0	85	107	192	29	44	41	6	29	44	73
Offers	28	45	73	9	7	13	21	2	0	0	0	24	28	52	4	17	1	0	4	17	21
TOTAL WORKFORCE FROM EE06	264	270	534	57	61	112	127	18	13	1	0	188	201	389	76	69	0	0	76	69	145

REMINER:

*Unknowns are subtracted from all totals.
 **Total Non-Minority is equal to White including 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 – F5
IMPACT RATIO ANALYSIS

IMPACT ANALYSIS WORKSHEETS

COLLEGE NAME:

Eugenio Maria de Hostos Community College

FEMALES AND MINORITIES

APPENDIX F

HIRES ANALYSIS

Eugenio Maria de Hostos Community College

PART A

September 27, 2013

#	JOB AREAS/ CATEGORY	MINORITY						FEMALE						PERCENTAGE OF HIRES			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min hires	% of min hires	% of male hires	% of female hires
		APPL	HIRES														
	TOTAL	1072	19	3374	50	4446	69	2022	27	2424	42	4446	69	1.8%	1.5%	1.3%	1.7%
1	Exec./Adm./Mgrl.	165	2	431	7	596	9	373	6	223	3	596	9	1.2%	1.6%	1.6%	1.3%
2	Faculty	194	9	187	6	381	15	198	7	183	8	381	15	4.6%	3.2%	3.5%	4.4%
3	Professional/Non-Fac.	588	6	2220	20	2808	26	1019	5	1789	21	2808	26	1.0%	0.9%	0.5%	1.2%
4	Secretarial/Clerical	2	1	4	3	6	4	1	1	5	3	6	4	50.0%	75.0%	100.0%	60.0%
5	Techn./Paraprofessional	123	1	509	6	632	7	419	3	213	4	632	7	0.8%	1.2%	0.7%	1.9%
6	Skilled Trades	0	0	1	1	1	1	1	1	0	0	1	1	0.0%	100.0%	100.0%	0.0%
7	Service/Maintenance	0	0	22	7	22	7	11	4	11	3	22	7	0.0%	31.8%	36.4%	27.3%
	TOTAL	1072	19	3374	50	4446	69	2022	27	2424	42	4446	69	2%	1%	1%	2%

IRA WORKSHEET FOR NON-MIN VS MIN % OF HIRES

September 27, 2013

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				IRA LESS THAN 0.8 AND DIF >=1 PERSON		FISHER TEST						
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL	DIF	STD DEV	*IRA LESS THAN 0.8 AND STD DEV >=2	FISHER'S VALUE	NON-MIN APPLICANTS	NON-MIN HIRED	MIN APPLICANTS	MIN HIRED	FISHER TEST RESULT NOTE
		NON-MIN	MINORITY			NON-MIN	MINORITY											
1	Exec./Adm./Mgrl.	NON-MIN	1.2%	MINORITY	1.6%													
2	Faculty	NON-MIN	3.2%	MINORITY	4.6%	0.69	3.9%	7	6	1	0.72	*		N/A				
3	Professional/Non-Fac.	NON-MIN	0.9%	MINORITY	1.0%	0.88												
4	Secretarial/Clerical	NON-MIN	50.0%	MINORITY	75.0%													
5	Techn./Paraprofessional	NON-MIN	0.8%	MINORITY	1.2%													
6	Skilled Trades	NON-MIN	0.0%	MINORITY	100.0%													
7	Service/Maintenance	NON-MIN	0.0%	MINORITY	31.8%													
	TOTAL							7	6	1								

IRA WORKSHEET FOR MALE VS FEMALE % OF HIRES

September 27, 2013

#	JOB AREAS/ CATEGORY	RATE FOR		IRA	OVER ALL RATE	ONLY IF IRA UNDER 0.8				IRA LESS THAN 0.8 AND DIF >=1 PERSON		FISHER'S TEST							
		UNFAV. GROUP				FAV. GROUP		EXPECT	ACTL	DIF	STD DEV	*IRA LESS THAN 0.8 AND STD DEV >=2	FISHER'S VALUE	male app	male hires	female app	female hires	FISHER TEST RESULT NOTE	
		MALE	FEMALE			MALE	FEMALE												
1	Exec./Adm./Mgrl.	FEMALE	1.3%	MALE	1.6%	0.84													
2	Faculty	MALE	3.5%	FEMALE	4.4%														
3	Professional/Non-Fac.	MALE	0.5%	FEMALE	1.2%														
4	Secretarial/Clerical	FEMALE	60.0%	MALE	100.0%	0.60	66.7%	3	3	0	0.77			0.667	1	1	5	3	NO SIGNIF. DIFF.
5	Techn./Paraprofessional	MALE	0.7%	FEMALE	1.9%														
6	Skilled Trades	FEMALE	0.0%	MALE	100.0%	0.00	100.0%	0	0	0	N/A								NO FEMALE APPLICANT
7	Service/Maintenance	FEMALE	27.3%	MALE	36.4%	0.75	31.8%	3	3	0	0.46			0.500	11	4	11	3	NO SIGNIF. DIFF.
	TOTAL:							6	6	0									

PROMOTION ANALYSIS

Eugenio Maria de Hostos Community College

September 27, 2013

PART B

#	JOB AREAS/ CATEGORY	MINORITY						FEMALE						PERCENTAGE OF PROMOTION			
		PROMOTION						PROMOTION						% of non-min PROMOTED	% of min promoted	% OF MEN promoted	% OF FEMALE promoted
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL					
		INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED	INCUMBENT	PROMOTED				
	TOTAL	145	4	389	10	534	14	264	8	270	6	534	14	3%	3%	3%	2%
1	Exec./Adm./Mngrl.	20	0	63	1	83	1	36	1	47	0	83	1	0%	2%	3%	0%
2	Faculty	84	4	79	3	163	7	78	4	85	3	163	7	5%	4%	5%	4%
3	Professional/Non-Fac.	13	0	57	0	70	0	22	0	48	0	70	0	0%	0%	0%	0%
4	Secretarial/Clerical	3	0	58	3	61	3	6	0	55	3	61	3	0%	5%	0%	5%
5	Techn./Paraprofessional	6	0	46	3	52	3	33	3	19	0	52	3	0%	7%	9%	0%
6	Skilled Trades	16	0	10	0	26	0	26	0	0	0	26	0	0%	0%	0%	0%
7	Service/Maintenance	3	0	76	0	79	0	63	0	16	0	79	0	0%	0%	0%	0%

IRA WORKSHEET FOR NON-MIN VS MIN % OF PROMOTION

September 27, 2013

#	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 DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE	
		EXPECT	ACTL	DIF	STD DEV			FISHER'S VALUE	NON-MIN INCUM	NON-MIN PRMT	MIN INCUM		MIN PRMT						
		L	M	O	P			Q											
1	Exec./Adm./Mngrl.	NON-MIN	0.00%	MINORITY	1.59%														
2	Faculty	MINORITY	3.80%	NON-MIN	4.76%	0.80	4.29%	3	3	0	0.30		N/A						
3	Professional/Non-Fac.	N/A		N/A															
4	Secretarial/Clerical	NON-MIN	0.00%	MINORITY	5.17%														
5	Techn./Paraprofessional	NON-MIN	0.00%	MINORITY	6.52%														
6	Skilled Trades	N/A		N/A															
7	Service/Maintenance	N/A		N/A															
	TOTAL							3	3	0									

IRA WORKSHEET FOR MALE VS FEMALE % OF PROMOTION

September 27, 2013

#	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 DIF >=1 PERSON **IRA LESS THAN 0.8 AND STD DEV >=2	FISHER TEST					FISHER TEST RESULT NOTE	
		EXPECT	ACTL	DIF	STD DEV			FISHER'S VALUE	male incum	male prmt	female incum		female prmt						
		L	M	N	O			P											
1	Exec./Adm./Mngrl.	FEMALE	0.0%	MALE	2.8%	0.000	1.2%	0	0	0	1.15		N/A						
2	Faculty	FEMALE	3.5%	MALE	5.1%	0.688	4.3%	3	3	0	0.50		N/A						
3	Professional/Non-Fac.	N/A		N/A															
4	Secretarial/Clerical	MALE	0.0%	FEMALE	5.5%														
5	Techn./Paraprofessional	FEMALE	0.0%	MALE	9.1%	0.000	5.8%	1	0	1	1.35	*	0.247	33	3	19	0	NO SIGNIF. DIFF.	
6	Skilled Trades	N/A		N/A															
7	Service/Maintenance	N/A		N/A															
	TOTAL							4	3	1									

TERMINATION ANALYSIS

Eugenio Maria de Hostos Community College

PART C

September 27, 2013

#	JOB AREAS/ CATEGORY	MINORITY TERMINATION						FEMALE TERMINATION						PERCENTAGE OF TERMINATION			
		NON MIN		MIN		TOTAL		MALE		FEMALE		TOTAL		% of non-min TERMINATED	% of min TERMINATED	% OF MEN TERMINATED	% OF FEMALE TERMINATED
		INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED	INCUMBENT	TERMINATED				
	TOTAL	145	6	389	40	534	46	264	19	270	27	534	46	4%	10%	7%	10%
1	Exec./Adm./Mngl.	20	3	63	3	83	6	36	5	47	1	83	6	15%	10%	14%	2%
2	Faculty	84	2	79	9	163	11	78	5	85	6	163	11	2%	11%	6%	7%
3	Professional/Non-Fac.	13	0	57	7	70	7	22	1	48	6	70	7	0%	12%	5%	13%
4	Secretarial/Clerical	3	0	58	7	61	7	6	2	55	5	61	7	0%	12%	33%	9%
5	Techn./Paraprofessional	6	0	46	0	52	0	33	0	19	0	52	0	0%	0%	0%	0%
6	Skilled Trades	16	1	10	0	26	1	26	1	0	0	26	1	6%	0%	4%	0%
7	Service/Maintenance	3	0	76	14	79	14	63	5	16	9	79	14	0%	18%	8%	56%
	TOTAL	145	6	389	40	534	46	264	19	270	27	534	46	4%	10%	7%	10%

IRA WORKSHEET FOR NON-MIN VS MIN % OF TERMINATION

September 27, 2013

#	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			FISHER'S VALUE	min incumb	min terminated	non-min incumb	non-min terminated					
													J		K	L	M
1	Exec./Adm./Mngl.	NON-MIN	15.0%	MINORITY	4.8%												
2	Faculty	MINORITY	11.4%	NON-MIN	2.4%	0.209	6.7%	5	9	4	2.29	*	**	N/A			
3	Professional/Non-Fac.	MINORITY	12.3%	NON-MIN	0.0%	0.000	10.0%	5	7	2	1.33	*		N/A			
4	Secretarial/Clerical	MINORITY	12.1%	NON-MIN	0.0%	0.000	11.5%	6	7	1	0.64	*		N/A			
5	Techn./Paraprofessional	N/A		N/A													
6	Skilled Trades	NON-MIN	6.3%	MINORITY	0.0%												
7	Service/Maintenance	MINORITY	18.4%	NON-MIN	0.0%	0.000	17.7%	13	14	1	0.82	*		N/A			
	TOTAL							29	37	8							

IRA WORKSHEET FOR MALE VS FEMALE % OF TERMINATION

September 27, 2013

#	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			FISHER'S VALUE	female incumb	female terminated	male incumb	male terminated					
													J		K	L	M
1	Exec./Adm./Mngl.	MALE	13.9%	FEMALE	2.1%												
2	Faculty	FEMALE	7.1%	MALE	6.4%	0.908											
3	Professional/Non-Fac.	FEMALE	12.5%	MALE	4.5%	0.364	10.0%	4	6	2	1.030	*		N/A			
4	Secretarial/Clerical	MALE	33.3%	FEMALE	9.1%												
5	Techn./Paraprofessional	N/A		N/A													
6	Skilled Trades	MALE	3.8%	FEMALE	0.0%												
7	Service/Maintenance	FEMALE	56.3%	MALE	7.9%	0.141	17.7%	2	9	7	4.520	*	**	N/A			
	TOTAL							6	15	9							

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt	<p>---- VS ---</p>
	1	1	5	3	
<p><i>This is the FISHER'S value</i></p>	<p>0.6667</p>				<p>Not show significant difference</p>

SECRETARIAL/CLERICAL- MALE V. FEMALE % OF HIRES

<p><i>paste the 4 data here</i></p> <p>→</p>	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">total # in group 1</td> <td style="padding: 2px;"># of hire/ prmt/ termnt</td> <td style="padding: 2px;">total # in group 2</td> <td style="padding: 2px;"># of fav, hire/ prmt/ termnt</td> </tr> <tr> <td style="padding: 2px; text-align: center;">11</td> <td style="padding: 2px; text-align: center;">4</td> <td style="padding: 2px; text-align: center;">11</td> <td style="padding: 2px; text-align: center;">3</td> </tr> </table>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt	11	4	11	3	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 5px; text-align: center;">---- VS ----</td> </tr> </table>	---- VS ----	
total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt									
11	4	11	3									
---- VS ----												
<p><i>This is the FISHER'S value</i></p>	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 5px; text-align: center;">0.5000</td> </tr> </table>	0.5000	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 5px; text-align: center;">Not show significant difference</td> </tr> </table>		Not show significant difference							
0.5000												
Not show significant difference												

SERVICE/MAINTENANCE - MALE V. FEMALE % OF HIRES

<p><i>paste the 4 data here</i></p> <p>→</p>	total # in group 1	# of hire/ prmt/ termnt	total # in group 2	# of fav, hire/ prmt/ termnt	<p>---- VS ----</p>
	33	3	19	0	

This is the FISHER'S value **0.2469**

Not show significant difference

TECHNICAL/PARAPROFESSIONAL-
MALE V. FEMALE % OF PROMOTION

APPENDIX G – G4
TENURE ELIGIBILITY SURVEY

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio María de Hostos Community College

COLLEGE TOTALS: 5

Eligible for Tenure, Effective: September 1, 2012

	TOTAL	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)	4	3	1	1	1			1		1							
CLT's																	
TOTAL	4	3	1	1	1			1		1							

Number Recommended for Tenure, Effective: September 1, 2012

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

	TOTAL	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)	4	3	1	1	1			1		1							
CLT's																	
TOTAL	4	3	1	1	1			1		1							

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio María de Hostos Community College

DEPARTMENT Language and Cognition

Eligible for Tenure, Effective: September 1, 2012

	TOTAL	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)	1		1		1												
CLT's																	
TOTAL	1		1		1												

Number Recommended for Tenure, Effective: September 1, 2012

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

	TOTAL	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)	1		1		1												
CLT's																	
TOTAL	1		1		1												

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio María de Hostos Community College

DEPARTMENT Mathematics

Eligible for Tenure, Effective: September 1, 2012

	TOTAL	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)	1	1								1							
CLT's																	
TOTAL	1	1								1							

Number Recommended for Tenure, Effective: September 1, 2012

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

	TOTAL	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)	1	1								1							
CLT's																	
TOTAL	1	1								1							

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio María de Hostos Community College

DEPARTMENT Humanities - Visual & Performing Arts

Eligible for Tenure, Effective: September 1, 2012

	TOTAL	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)	1	1						1									
CLT's																	
TOTAL	1	1						1									

Number Recommended for Tenure, Effective: September 1, 2012

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

	TOTAL	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)	1	1						1									
CLT's																	
TOTAL	1	1						1									

TENURE ELIGIBILITY SURVEY

COLLEGE: Eugenio María de Hostos Community College

DEPARTMENT Natural Sciences - Biology

Eligible for Tenure, Effective: September 1, 2012

	TOTAL	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)	1	1		1													
CLT's																	
TOTAL	1	1		1													

Number Recommended for Tenure, Effective: September 1, 2012

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

	TOTAL	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)	1	1		1													
CLT's																	
TOTAL	1	1		1													

APPENDIX H
FALL 2013 UNDERUTILIZATION SUMMARY

Fall 2013 Underutilization Summary: Results of Utilization Analysis by Affirmative Action Unit
 Comparison of Incumbents to Availability Data (Professorial* Only)

COLLEGE: Eugenio Maria de Hostos Community College Total # Professoriate 136

PART A:

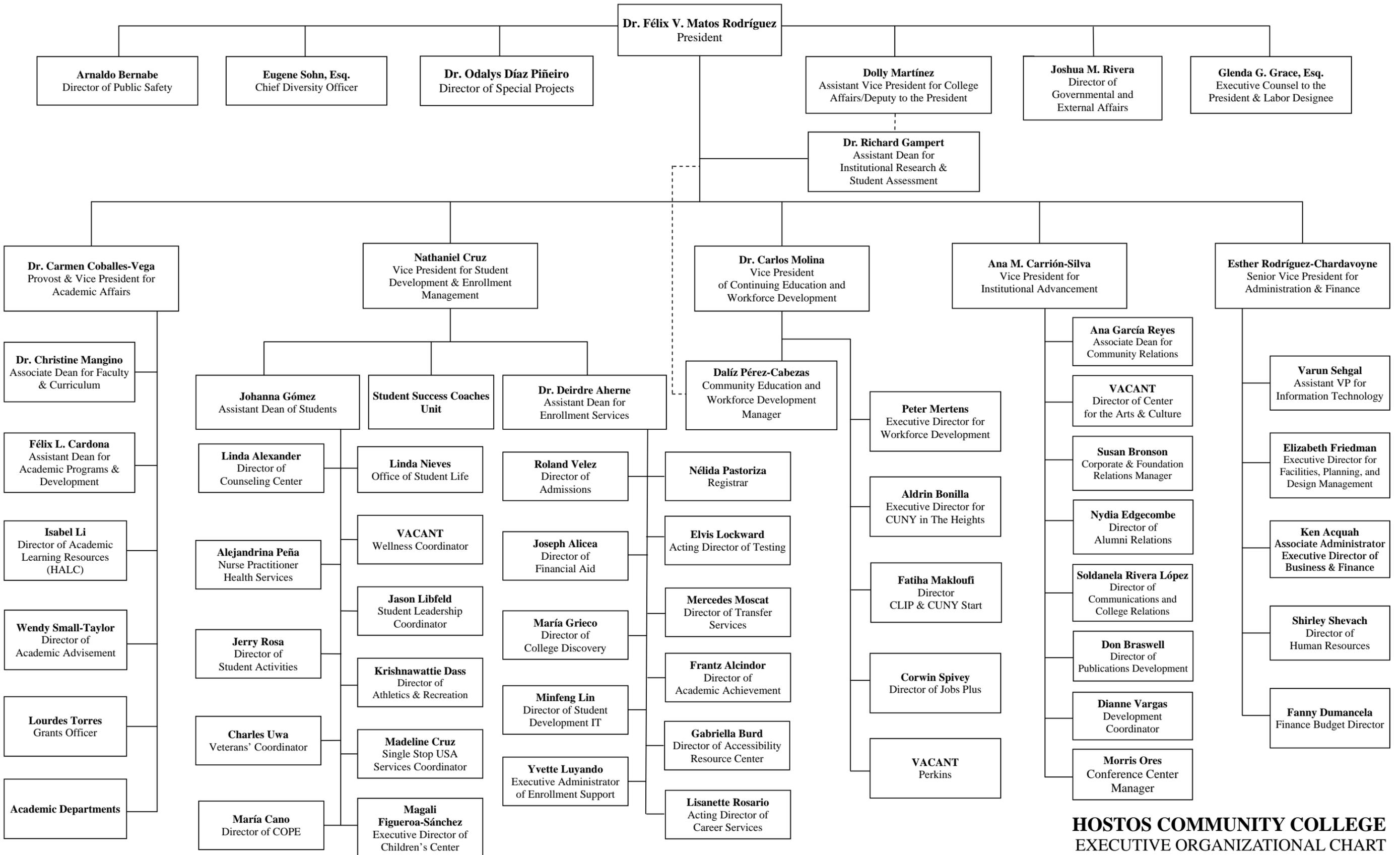
Departments/ Affirmative Action Unit (AAU) with Underutilization (UU)	Total Incumbents in AAU	FEMALES			Total Minorities			Blacks			Hispanics / Latinos(as)			Asian/Pacific Islanders		
		#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	NR (No Representation)	#UU	% Overall Availability	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	13.3%	NR
2 Education	18	X			1	28.5%		2	18.1%		X			1	4.3%	NR
3 English	20	X			1	13.9%		1	4.9%	NR	X			X		
4 Fine/Applied Arts/Media	7	2	51.6%		X			X	3.3%	NR	X			1	10.1%	NR
5 Foreign Languages	5	3	60.3%	NR	X			X	2.5%	NR	X			X	5.9%	NR
6 Health Professions	18	1	75.0%		X			X			X			X		
7 Physical Science	5	2	34.0%	NR	X			X	3.3%	NR	X			X		
8 Social Sciences	11	2	50.0%		X			X			X			1	7.7%	NR
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
TOTAL		10		2	2		0	3		4	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
8	10

	PART C:			
	ITALIAN AMERICANS			
	TOTAL	#UU	% Overall Availability	NR (No Representation)
Professorial	8	1	6.9%	

APPENDIX I
ORGANIZATIONAL CHART



HOSTOS COMMUNITY COLLEGE
EXECUTIVE ORGANIZATIONAL CHART
 CURRENT - July 2013

APPENDIX J

VETS 100 A

