To: The Medgar Evers College Community

From: Dr. Rudolph F. Crew, President

Cc: Ms. Tanya Isaacs, Interim Chief Diversity Officer/Title IX Coordinator

Date: August 27, 2019

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

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

Accordingly, I am committed to oversee Medgar Evers College compliance with the CUNY Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.
The Equal Opportunity and Non-discrimination Policy states CUNY's commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws.

I remind you that Italian Americans are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements. I invite you to visit our website, www.mec.cuny.edu or www.cuny.edu, to view the Equal Opportunity Policy in its entirety, including the complaint procedures and prohibition against retaliation.

I assigned the responsibility for the implementation and monitoring of our compliance program to the Interim Chief Diversity Officer, Tanya Isaacs, who also serves as the 504/ADA Coordinator. The Vice Presidents, Deans, Directors, Managers and Supervisors share responsibility for ensuring our compliance with these policies and laws. Any individual who believes that he or she has experienced employment discrimination should immediately contact Tanya Isaacs at (718) 270-6910.

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

COURAGE. STRENGTH. FORTITUDE.

MEDGAR EVERS COLLEGE EXECUTIVE ORDER 11246
AFFIRMATIVE ACTION PLAN (AAP)

September 2017 - August 31, 2018

Dr. Rudolph F. Crew, Ed.D. President

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

Contact:
Tanya Isaacs, Interim Chief Diversity Officer
1150 Carroll Street
Brooklyn, NY 11225

Please contact Tanya Isaacs if you require assistance with reading this document due to a disability.

<u>**THIS IS PLAN IS AVAILABLE FOR PUBLIC REVIEW AT:**</u>
Reserve Desk
Charles Evans Inniss
Memorial Library 1650
Bedford Avenue
Brooklyn, New York 11225 Website:
<u>www.mec.cuny.edu</u>

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TABLE OF CONTENTS

The Appendices follow this document and are numbered separately.

PART ONE: INTRODUCTION AND BACKGROUND

This report is the annual update of the Affirmative Action Plan (AAP) required by federal regulations:

- For women and federally protected racial/ethnic groups: Presidential Executive Order 11246

- For covered Veterans: Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended

- For Individuals with Disabilities: Section 503 of the Rehabilitation Act of 1973, as amended.

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

Part One provides an overview of the College and those individuals and groups who share responsibility for the College's Affirmative Action and Diversity programs.

The Census Date for employees is June 1, 2018. The Plan Reporting Year (basis for historical data) is June 1, 2017–May 31, 2018. The Program Year is September 1, 2018–August 31, 2019.

This Plan is available for public review at the location listed on the front cover.

COLLEGE OVERVIEW

Medgar Evers College is a vibrant, vital and transformative Predominately Black Institution (PBI) located at 1650 Bedford Avenue in Central Brooklyn. The College is comprised of the School of Business, the School of Liberal Arts and Education, the School of Science, Health and Technology and the College of Freshman Studies. A School of Education was recently approved by the Board of Trustees.

Students may pursue any of the twenty (20) baccalaureate degree programs, nine (9) associate degree programs, and one (1) credit bearing certificate offered by the College, giving close attention to the articulation between the associate and baccalaureate degree programs. During the reporting year, the School of Professional Studies and Community Development (SPCD) offered sixteen (16) programs through the Academy for Youth and served a total of 14,764 participants. The Adult and Continuing Education program served 1,564 adults and the Academy for Career Pathways program enrolled 427 participants for the academic year. In addition, its Research and Advocacy Centers served 2,435 participants.

Medgar Evers College designation as a PBI program is due to its 57% of African American/Black student population. It is Funded by the U.S. Department of Education's Predominantly Black Institutions to establish or strengthen programs for low-income or first-generation college undergraduate students enrolled at the Medgar Evers College leading to a bachelor's or associate's degree in Science, Technology, English, Education, Mathematics, Health Education and Globalization and improve educational outcomes.

•Increase student's retention and improve graduation rates;
•Increase student involvement in their field of study;
•Promote activities that support students' development of academic goals;
•Faculty work closely with students to promote learning and enhance professional skills needed in their field of study.

Location, Degrees Accreditation

Medgar Evers College is accredited by the Middle States Commission on Higher Education, the Accreditation Council for Business Schools and Programs, the Council on Social Work Education, the National Council for Accreditation of Teacher Education, and the National League for Nursing Accrediting Commission. Medgar Evers College's academic programs are registered by the New York State Department of Education. In October 2016, the College received reaffirmation of its accreditation by the Middle States Commission.

History

Medgar Evers College was founded as a result of collaborative efforts by community leaders, elected officials, the Chancellor and the Board of Higher Education of The City University of New York. The College is named after the civil rights leader Medgar Wiley Evers, who was assassinated in Mississippi on June 12, 1963. This embraces the enduring legacy of Medgar Wiley Evers through education, self-actualization and community service.

The College was established on September 28, 1970 with a mandate to meet the educational and social needs of Central Brooklyn. The College is committed to the fulfillment of this mandate. As a senior college of the City University of New York ("CUNY") Medgar Evers College ("MEC") is committed to the University's mission of "teaching, research and public service."

Mission This is from the previous plan – you can adjust or add.

In 2014, President Rudolph F. Crew set forth the priorities for the college in its 2015-2020 Strategic Plan. The plan is governed by a core set of goals ("The 25's") which include a 25% increase in enrollment; a 25% increase in first time/full-time freshman; a 25% increase in retention; a 25% increase in internships; a 25% increase in graduation rates and a 25% increase in fundraising.

Dr. Crew's vision has served to sharpen the college's mission to give all Brooklyn residents especially those facing educational barriers, access to the economic, civic and creative opportunities mushrooming around them. The College has a commitment to students who desire self-improvement, a well-rounded education, an opportunity to develop a personal value system, and an opportunity to gain maximum benefits from life experience and from their environment. The College's mission is to develop and maintain high quality, professional career oriented undergraduate degree programs in the context of a liberal arts education.

The College intends to build curriculum, programs and partnerships that transform lives and offer opportunities to students of diverse backgrounds. Medgar Evers College strives to succeed in cultivating academic engagement through a culture of assessment, mentorships, learning communities, service and research experiences.

Our students are valued as partners, encouraged to build resilient and scholarly competencies that will enrich their academic pursuits at Medgar Evers College and beyond. Our goal is to provide our students with services that will inspire them to be "Change Agents" actively engaged in challenging, thought provoking, safe and nurturing learning environments.

Our mission is to create a student-centered experience that values diversity, respects individual dignity, fosters collegiality and focuses on academic and career achievement. Towards that end, we will develop and maintain processes and procedures for coordination and oversight that ensure that standards of quality are met and that our mission, goals and priorities are accomplished as effectively and efficiently as possible.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

As a part of The City University of New York (CUNY), a public university system, the College adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," delineated in Executive Order 11246 and updates are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY has posted its policies and procedures on non-discrimination, sexual misconduct, and affirmative action on its website.

Click for CUNY's Policies
(www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html)

Equal Opportunity and Non-Discrimination Policy

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

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

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

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

Affirmative Action Policy

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

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

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

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

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

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Misconduct to college constituencies; and

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

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

CUNY has established the following policies. Links are accurate as of June, 2018.

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

The CUNY Campus and Workplace Violence Policy addresses workplace violence.

The CUNY Domestic Violence and the Workplace Policy addresses domestic violence in or affecting employees in the workplace.

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

In addition, CUNY campuses are required to report crime statistics, including statistics relating to sexual violence, under the federal Jeanne Clery Act. Information is available from the Department of Public Safety, https://ares.mec.cuny.edu/department-of-public-safety/

Other Policies

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

The College policy is reaffirmed by the President annually. Appendix B contains a copy of the annual Reaffirmation Letter which was issued.

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

The President, Dr. Rudolph F. Crew, Ed.D., oversees implementation of Affirmative Action and diversity programs and assuring compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

- Designates personnel responsible for managing Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (A.D.A.) Coordinator and Title IX Coordinator;

- Ensures responsible personnel have the authority, staff, and other resources to successfully fulfill their assigned responsibilities;

- Communicates a commitment to equal employment opportunity programs and issues an Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of Re-Affirmation Letter in **Appendix B**.);

- Approves and submits required reports, including this Affirmative Action Plan.

Chief Diversity Officer

The President has designated (Tanya Isaacs) as the Interim Chief Diversity Officer (CDO). As the President's primary designee, the CDO:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints;

- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media;

- Prepares and communicates Affirmative Action Plan reports and evaluates the impact of specific initiatives and Affirmative Action programs overall;

- Consults with search committees and hiring managers on recruitment and selection, overseeing search plans and effective recruitment/selection strategies to promote a diverse workforce;

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

College Officials

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

Committee(s) on Diversity and Inclusion

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

Committee members in this past year were:

AFFIRMATIVE ACTION COMMITTEE
2017 – 2018

Ms. Tanya E. Isaacs Executive Director Human Resources/Labor Designee and Acting Chief Diversity Officer/Title IX Coordinator tisaacs@mec.cuny.edu Room: C-113 718-270-6910	Dr. Alexis McLean Acting Dean of Student Life aMcLean@mec.cuny.edu Room: S306 718-270-6189
Dr. Michael Dreher Interim Associate Provost Office of Academic Affairs mdreher@mec.cuny.edu Room: B3010-J 718-270-5011	Dr. Holly Jones Dean of Academic Affairs Office of Academic Affairs hjones@mec.cuny.edu Room: B3010-J 718-270-4989
Mr. Anthony (Mark) Phifer, Coord, Office of Differently Abled aphifer@mec.cuny.edu Room: B1024 718-270-5027	Ms. Lakisha Murray, Chief of Staff lmurray@mec.cuny.edu Room: B3000 718-270-5000/6245
Prof. Gregorio Mayers, Dept of Public Administration Mayers@mec.cuny.edu Room: B2015N 718-270-51-29	Dr. Terrence Blackman School of Science, Health & Technology TBlackman@mec.cuny.edu Room: ABI – 4th Fl 718-270-6217

University Management

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

Click for University Diversity Resources

PART TWO: DATA AND ANALYSIS

The College analyzes data using multiple methods prescribed by regulation and best practice in preparing Affirmative Action Plans. No one method provides a complete picture, and none should be used as a sole measurement. Methods include:

- Workforce Analysis of employees within organizational units

- Establishment of Job Groups and relevant academic Disciplines

- Development of Labor Market Availability measures

- Utilization Analysis for Job Groups and Disciplines

- Review of Personnel Actions (e.g., Hiring, Separation, Promotion)

- Review of Recruitment Activity

- Review of Hiring from Civil Service applicant pools

- Review of Compensation.

Individuals interested in learning more about data analysis in Affirmative Action Plans may wish to refer to resources provided by the U.S. Department of Labor's Office of Contract Compliance Programs (OFCCP) at: Click for U.S. Department of Labor Website

The source for this review and all subsequent data is an extract from CUNY's system of record, CUNYFirst, of full-time active employees and employees on selected paid leaves (such as medical leave or fellowship/sabbatical leave) as of June 1, 2018. The population does not include student workers or individuals employed by CUNY's Research Foundation. We created this extract in July, 2018.

To evaluate representation by race/ethnicity, we use federally-mandated categories of Asian, Black/African American, and Hispanic. Employees who identify as American Indian/Alaska Native and employees who identify as "Two or More Races" are not listed separately, but are included in the Total Minority category. Employees identifying as Hawaiian/Native Pacific Islander are listed with the Asian category.

To evaluate representation by gender, we use federally-mandated categories of Male and Female.

WORKFORCE ANALYSIS

The Workforce Analysis is a review of protected groups (gender and ethnicity) organized by department/unit and presented by job title in descending hierarchical order.

The Workforce Analysis is intended to review overall representation of females or minorities by organizational unit and title/rank within unit.

Due to length, the Workforce Analysis charts are not included in the Plan.

The College conducted a self-identification canvas in May 2018 by contacting employees via email, encouraging them to update self-identification data. The College provided instructions and a Question and Answer document explaining the reasons behind collecting self-identification data and stressing that providing this information was voluntary.

In total, (0) employees at the College did not identify a gender and (4) employees either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race). Anyone who did not specify a gender and/or ethnicity is included in the workforce analysis but not included in a protected group for further analyses. We were able to identify those individuals.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

We base further analyses on creating job groups consisting of job titles with similar responsibilities and opportunities for advancement. We conduct additional analyses for Faculty and College Laboratory Technicians with groupings based on instructional program (discipline) and academic department.

Appendix C presents further details of the titles included in each Job Group.

Job Groups

Job Groups are comprised of similar job titles based on duties, qualifications, and other conditions of employment. The University reviews groupings annually. The Exhibit on the following page lists the Job Groups and summarizes College staffing in each group.

(Note: unlike prior years, this report has been programmed and you will receive a one-page PDF with this information to be inserted here.

Medgar Evers College

This report lists those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Titles added to CUNY's job system in the past year are listed at the end of this Appendix.

Individuals in the Chief Executive role are not included in this report.

Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is an external Labor Market measure. LMA Factor 2 is an internal factor (i.e., employee eligible for promotion into the group).

Full Time Employee Count: 606

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 19

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (EDC) US - Ph.D., M.A., B.A., 2013-14
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.

Title(s)	Employee(s)
Administrator	1
Assc Administrator	3
Asst Vice President	3
Dean	8
Sr Vice President	2
Vice President	2

Administration 2 (Manager)

Employee Count: 74

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
HE Associate	42
HE Officer	32

Facility Manager

Employee Count: 3

Facility Superintendents (Managerial)
In 2017, combined Admin Superintendent and Chief Admin Superintendent groups

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Admin Supt Builds Grds	2
Chief Admin Supt - Competitive	1

Category: Executive/Administrative/Managerial

IT Computer Manager

Employee Count: 1

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Computer Systems Mgr	1

Security Manager

Employee Count: 2

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Security Asst Dir	2

Category: Professional Faculty

Faculty-Developmental

Employee Count: 5

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
CUNY Start Instructor	5

Faculty-Instructor

Employee Count: 1

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

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred M.A. 2013-2014, 4-State (NY/NJ/CT/PA)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Instructor	1

Faculty-Lecturer

Employee Count: 40

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

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
Dist Lecturer	1
Lecturer	33
Lecturer Doct Sch	6

Category: Professional Faculty

Faculty-Professorial

Employee Count: 136

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians). Tenure-eligible faculty for whom a terminal degree is a minimum qualification. Graduate Center faculty are evaluated against a more experienced cohort.

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields. For Library, availability calculation blends Master's and Doctorate degrees weighted as 50% 4-State and 50% US Non-4-State.
2-Internal	100.00%	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.

Title(s)	Employee(s)
Assc Professor	39
Asst Professor	55
Lecturer	1
Professor	41

Category: Professional Non-Faculty

Accountant

Employee Count: 4

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.

Title(s)	Employee(s)
Finance Accountant	2
Purchasing Agent	2

Administration 3 (Professional)

Employee Count: 118

Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	30.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
Asst to HEO	63
HE Assistant	53
Research Assc	2

Administration 5 (Engineer-Architect)

Employee Count: 1

Engineers and Architects and related professional staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Architect Asst	1

Category: Professional Non-Faculty

IT Computer Professional

Employee Count: 16

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Associate	3
IT Asst	5
IT Bus Data Rep Analyst	3
IT Sr Associate	5

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 2

Accounting Support Staff
In 2017, incorporated new CUNY Payroll Clerk title

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Asst Purchasing Agent	1
Finance Accountant Asst	1

Administrative Assistant

Employee Count: 5

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).

Title(s)	Employee(s)
CUNY Admin Asst	5

Mail Services Worker

Employee Count: 4

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Mail Message Svcs Worker	4

Category: Administrative Support Workers

Office Assistant

Employee Count: 26

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)
2-Internal	0.00%	NA

Title(s)	Employee(s)
CUNY Office Assistant	26

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 23

College Laboratory Technicians (abbrev CLT)

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%
2-Internal	0.00%	NA

Title(s)	Employee(s)
Chief College Lab Tech	2
College Lab Tech	18
Sr College Lab Tech	3

Broadcast/Media

Employee Count: 4

Broadcast and Mass Media Technicians

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Broadcast and Sound Engineer Technicians and Radio Operators and Other Media and Communications Equipment Workers (2900)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Media Svcs Tech	4

IT Support Technician

Employee Count: 6

IT Technical Support Workers

In 2017, split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Support Asst	6

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Category: Technicians

Print Shop
Employee Count: 3

Print Shop and Related Tech Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Print Shop Assistant	3

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 1

Buildings and Grounds Workers
In 2017, Maintenance Workers moved from Skilled Trades into this group

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Maintenance Worker	1

Laborers and Helpers

Employee Count: 8

Entry-Level Craft Workers
In 2017, split from Skilled Trades

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Laborer	8

Skilled Trades

Employee Count: 20

Skilled Tradespeople

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Stationary Engineer & Boiler Operator (8610), Carpenters (6230), Electricians (6355), Painters, Construction Maintenance (6420), Pipelayers, Plumbers, Pipefitters (6440), Machinist (8030), Construction Manager (220), Automotive Service Technicians & Mechanics (7200), Elevator Installer & Repairer (6700), Roofer (6515), Cement Mason, Concrete Finishers & Terrazzo Worker (6250), Locksmith and Safe Repairers (7540), Plasterers and Stucco Masons (6460), Maintenance Workers, Machinery (7350)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Carpenter	2
Electrician	2
Locksmith	1
Oiler	3

Category: Craft Workers

Painter	2
Plumber	2
Stationary Engineer	7
Thermostat Repairer	1

Skilled Trades-Supervisor

Employee Count: 2

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.

Title(s)	Employee(s)
Painter Supervisor	1
Supervisor (Maint&Labor)	1

Category: Service Workers and Others

Campus Peace Officer-Level 1

Employee Count: 37

Campus Security-Entry Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Peace Officer	14
Campus Security Asst	23

Campus Peace Officer-Level 2

Employee Count: 1

Campus Security-Mid Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011 - Permanent Campus Peace/Security Officer Level 1 - The Campus Peace/Security Officer Level 2 title is strictly promotional from the Permanent Campus Peace/Security Officer Level 1 title with years of service requirement.

Title(s)	Employee(s)
Campus Peace Officer	1

Campus Peace Officer-Sergeant

Employee Count: 5

Campus Security Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Permanent Campus Peace Officer Level 1 and 2

Title(s)	Employee(s)
Campus Pub Safety Sergeant	4
Campus Security Specialist	1

Category: Service Workers and Others

Custodial

Employee Count: 35

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	35

Custodial Supervisor

Employee Count: 4

Custodial Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Sr Supervisor	1
Custodial Supervisor	3

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Note: In the 2017-2018 Academic Year, CUNY added the titles listed below (not all are used at the College).

Job Code	Title Name	Job Group
200444	University Senior Vice Chancellor for Design and Construction	Administration 1 (Executives)
200544	University Associate Vice Chancellor for Research	Administration 1 (Executives)
200545	Exec Dir Labor Relations-Assistant Administrator	Administration 1 (Executives)
200546	Dean School Prof Stds-Senior University Dean	Administration 1 (Executives)
200547	University Associate Vice Chancellor for Academic Strategy	Administration 1 (Executives)
200548	University Executive Director of Procurement	Administration 1 (Executives)
200549	Associate Dean Research	Administration 1 (Executives)
200550	University Assistant Vice Chancellor Academic Affairs	Administration 1 (Executives)
200551	University Deputy Secretary to the Board-University Associate Administrator	Administration 1 (Executives)
200552	Exec Chief Librarian - Dean	Administration 1 (Executives)
200553	University Executive Director of Technology Strategy-University Administrator	Administration 1 (Executives)
200554	University Vice Chancellor University Advancement	Administration 1 (Executives)
200555	University Associate Vice Chancellor for Academic Affairs	Administration 1 (Executives)
200556	Assistant Dean Institutional Research and Strategic Planning	Administration 1 (Executives)
200557	University Assistant Vice Chancellor Enrollment Management	Administration 1 (Executives)
200558	Assistant VP Enroll Management Student Success	Administration 1 (Executives)
200559	University Dean Health and Human Services	Administration 1 (Executives)
200560	Dean School of Labor and Urban Studies	Administration 1 (Executives)
200561	Executive Director Financial Services-AstAdm	Administration 1 (Executives)
400697	Associate Legal Counsel-Higher Education Officer	Administration 2 (Managers)
500086	Elevator Mechanic (previous title re-activated)	Skilled Trades
500282	University Senior Payroll Analyst 1	Accountant Assistant
500283	University Senior Payroll Analyst 2	Accountant Assistant
200564	Univ Exec Gen Counsel-Uadm	Administration 1 (Executives)

Disciplines for Faculty and College Laboratory Technicians

Within each Faculty job group, we analyze utilization by academic program or discipline. The University codes its disciplines using the U.S. Dept. of Education "Classification of Instructional Programs" (CIP) and each College assigns its academic departments to the disciplines. On an exception basis, we calculate a blended labor market availability for interdisciplinary programs. Where multiple departments are assigned to the same discipline, Chief Diversity Officers may review a break-out by department.

We assign College Laboratory Technicians to one of two groups, based on assigned department: College Laboratory Technicians-Science, Technology, and Engineering, and College Laboratory Technicians-Other.

Appendix D details the academic program assignments used at the College for Faculty and College Laboratory Technicians.

Labor Market Availability

Labor Market Availability is the measurement used to benchmark utilization of protected groups. It represents the proportion of each protected group available for employment in the labor market from which we recruit.

The University calculates availability by job group and discipline, based on internal and external factors. The internal labor market is an estimate of eligible employees on a promotional path into a job group and has been calculated based on employee data in either fall 2013 or spring 2014. The external labor market uses location and qualifications of individuals available for employment, typically an education factor and a geographic factor. Educational data comes from "Earned Degrees Conferred" reports from the U.S. Department of Education (2013-2014 figures) and other information comes from the *American Community Survey of the U.S. Census* (2007-2011). Geographic factors may be National (generally for highest-level positions and faculty), Regional (the four-state region of New York, New Jersey, Pennsylvania, and Connecticut), or Local (New York City).

CUNY reviews and updates Labor Market Availability figures every other year. There were no updates made to the availability data this past year.

Appendix C (previously referenced) lists availability factors and weightings.

UTILIZATION ANALYSIS

Discussion

The College reviewed its employee population by Job Group and protected class in comparison to Labor Market Availability for groups where there are five or more employees.

We report underutilization when significantly fewer minorities or women are employed than would be reasonably expected given availability. We report underutilization where the utilization is more than 20% below availability and the difference can be expressed as at least one full-time equivalent employee.

Job Groups and Disciplines for which there is underutilization are considered priorities for College Affirmative Action programs.

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

Changes in underutilization from year to year may arise from multiple factors. These include hires, separations (including voluntary separations and retirements), updated Labor Market Availability and changes to the composition of Job Groups or Disciplines. It is often not possible to pinpoint a single, direct cause, and it may not always be possible to anticipate and/or prevent increases in underutilization in borderline situations.

The following Exhibit summarizes staffing and underutilization for each job group with a comparison to the two previous years.

Exhibit: Summary of Historical Changes in Underutilization

Insert Table here-it will be provided.

Utilization, Underutilization, and Placement Goals

(Use this section to provide detailed observations/analysis as to the contributing factors to underutilization and/or changes in underutilization, either positive or negative, at your school. You might consider specific turnover, opportunities to hire, reorganizations, impact of various programs, etc. At a minimum, note areas in which underutilization has been reduced or eliminated.

A number of concurrent factors may influence changes in underutilization (UU) and it is not always possible to pinpoint an exact cause.

The fact that the University updated job groupings and Labor Market Availability might influence findings for some groups, although typically these changes are not major. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups.

Administrative Titles

In the 2016 – 2017 reporting period there were seven (7) increases, eight (8) decreases and four (4) stood (including College Lab tech) the same. In Comparison to this reporting period of 2017-2018, there were three (3) job groups that increased the underutilization rates
in the Administrative Staff titles. One factor could be, as noted above, the changes to the availability data. Equally important is that Five (5) job groups lowered the underutilization rates.

The three (3) with increases are:

Administration 3 – Nine (9) UU in the Asian/Nat. Haw./Pac.Isl (API) category an increase from eight (8). It should be noted that there were 18 hires in this Job group of which eleven (11) were Black, four (4) were Hispanic and One (1) other minority. Although, the search produced a hire in the API title of which 421 applied, 2 interviewed and 1 was given an offer the UU rate still went up. As noted previously, this might be due to the availability data.

Skilled Trades – Two (2) UU in the Hispanic category an increase from zero (0). Unfortunately, the search didn't produce a hire in the Hispanic title of which 11 applied, 2 interviewed but did not produce a hire in this category.

Campus Peace Officer Level 1 – Seven (7) UU in the Hispanic category an increase from five (5). There were no recruitments in this category.

There are many factors that impact increases in underutilization specifically for the API and Hispanic groups due to hiring patterns in the labor market.   We continue to strive to diversify the workforce.

The Five (5) with decreases are:

Administration 3 – Zero (0) UU in the Hispanic category a decrease from three (3).

Office Assistant – Zero (0) UU in the API category a decrease from one (1) and Zero (0) UU in the Hispanic category a decrease from one (1).

Custodial – Six (6) UU in the Hispanic category a decrease from seven (7).

Campus Peace officer Level 1 – Zero (0) UU in the Female category a decrease from three (3).

The decreases were mostly due to recruitment efforts like Administration 3 going from 106 employees to 118 and hiring patterns in the labor market.   In categories were there was an increase in one category and a decrease in another indicates that there were separations and recruitment efforts that effected the UU rates.

Faculty Titles

In the 2016 – 2017 reporting period there were sixteen (16) increases, three (3) decreases and one (1) stood the same. In Comparison, this reporting period of 2017-2018, there were only eight (8) increases and eight (8) stood the same in underutilization rates in faculty titles. Equally Important is that Five (5) lowered the underutilization rates.

The eight (8) departmental areas with increases:

Full-Time Faculty

Biological/Biomedical Sciences – Four (4) UU increase from three (3) in the Female category.

Business, Management, Marketing, Support Services (Accounting, Economics) – One (1) UU increase from zero (0) in the Hispanic category.

Library – Four (4) UU increase from three (3) in the Female category.

Mathematics and Statistics – One (1) UU increase from zero (0) in the API category.

Natural Resources (Chemistry and Env. Sciences) – One (1) UU increase from zero (0) in the Female category.

Public Administration and social Service Professions – Three (3) UU increase from two (2) in the Female category.

The increases in the faculty title were surprising since there were 10 total searches which produced 427 Female applicants of which 4 females were hired, 480 Total Minority which

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produced the hires of 9 total minorities.

Lecturer Series

Education – One (1) UU increase from zero (0) in the Female Category.

English Language and Literature/Letters - One (1) UU increase from zero (0) in the Female Category.

There were no searches in the Lecturer series.

Instructor

Although there were two Instructor searches, it did not produce any hires.

The six (6) departmental areas with increases:

Full-Time Faculty

Biological/Biomedical Sciences – Zero (0) UU decreased from one (1) in the Hispanic/Latino category. In this category there was an increase in the female category although one person left. This could indicate that there were separations and recruitment where one male Hispanic was hired.

Computer and Information Sciences and Support Services - Zero (0) UU decreased from one (1) in the API.

Health Professions and related Programs - Zero (0) UU decreased from one (1) in the API.

Natural Resources (Chemistry and Env. Sciences) - Zero (0) UU decreased from one (1) in the API. In this category there was an increase in the female category although one person left. This could indicate that there were separations and recruitment where one male Hispanic was hired.

In the last reporting period, the College had an increase in new hires which changed the total full-time workforce from 582 from the prior reporting period to 606 totals employees in this reporting period as of June 1, 2018 date of record for the employee census for proposes of this Plan. The actual work is 607 but the President is left out of the totals. The Office of Compliance and Diversity, through the Chief Diversity Officer (CDO) makes good faith efforts by implementing systematic recruitment protocols that are aligned with CUNY's search process requirements. The CDO's Office, in fulfilling its responsibility to monitor fairness in recruitment efforts and hiring, engages in an extensive interactive process. Namely, the CDO confers with HR and the hiring department regarding any targeted recruitment and outreach efforts in order to increase the likelihood that all job applicant pools will yield a diverse array of qualified candidates.

OTHER ANALYSES

Personnel Activity

We review personnel actions for potential adverse impact, meaning personnel selections at different rates for different groups.

Appendix F provides detail on personnel activity by Job Group:

- Job Actions by Job Group and Ethnicity

- Job Actions by Job Group and Gender

- Faculty Tenure Actions by Department, Title, and Ethnicity

- Faculty Tenure Actions by Department, Title, and Gender

We compared employee title changes between reference dates (i.e., July 1, 2017 and June 1, 2018). The reports track hires, moves to a higher or lower Job Group, moves within a Job Group, and Separations.

Personnel actions involving employees who leave one Job Group to take a position in another are reported as two actions and are listed as having separated from one group and joined another group.

Tenure is a permanent status granted to Professorial Faculty and College Laboratory Technicians. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. There is an additional review process for Professorial Faculty, involving departmental and College-wide Personnel and Budget Committees making recommendations to the President. The President reports approved candidates to the CUNY Board of Trustees. It is also possible in rare cases for a senior individual to be hired with Tenure. Faculty reported here received tenure/CCE status effective September 1, 2017.

The tenure report tracks the following statuses:

- Awarded Tenure

- Hired with Tenure

- Denied Tenure.

[Insert observations on appointment data and tenure actions, including, if needed, comments on the limitations of the data].

A review of the tenure decisions effective September 1, 2017 reveals the following:

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A total of six (6) full-time titles applied for Tenure.

Four (4) members of the professoriate applied and granted tenure.

Three (3) were in the College Lab Tech titles two (2) Females and one (1) Male, two (2) B/AFAM, One (1) Male white.

One (1) Assistant Professor Female, B/AFAM

One (1) Male = API College Lab Tech hired with Tenure.

There was one (1) denied Tenure and non-reappointed.

One (1) Female, B/AFAM

In the previous reporting period tenure was not analyzed to the level it should be however, I note that 60% of those granted tenure were female. 60% were B/AFAM which is a testament to the college's designation of a Black Serving Institute which represents the student body.

This process adhered to the policies of the Board of Trustees and in accordance to the contractual obligations with the union.

Recruiting Activity

Recruiting and selection take place within a process designed to promote both effectiveness and diversity. Prior to posting a position, the Chief Diversity Officer reviews and approves the posting language from the standpoint of any requirements that may impose bias. In most cases, the Chief Diversity Officer also creates and/or reviews a Search Plan outlining intended methods of outreach for the position.

Many hiring projects are conducted by a diverse Search Committee, particularly searches for faculty, administrators, and executives. The Chief Diversity Officer provides an orientation, or "charge", to committee members on effective selection practices, including practices aimed at reducing the potential for bias. The CDO reviews the applicant pool for sufficient representation and certifies the pool prior to a review by the committee. The CDO reviews the list of individuals selected for interviews, and at the end of the recruiting process, approves the entire search.

The standard in evaluating recruiting data is referred to as Impact Analysis. Federal guidelines recommend that "Adverse Impact" may occur when any one group has a selection rate which is less than 80% of the selection rate of the group which is most frequently selected.

Appendix G summarizes recruiting, by job group, data based on currently available information about searches that were noted as officially concluded with a job offer between June 1, 2017 and May 31, 2018.

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For some job groups, notably faculty, there is a time gap between offers and start dates. For recruiting reviews, we track timing on the basis of the close of the search (accepted job offers). Also, we report on all searches resulting in an offer, regardless of whether the search is cancelled at some point after an offer is made.

Currently, applicant categories follow the *Internet Applicant Rule* and consist of:

- Applicant (Qualified individual submitting an application for a specific position)

- Interview (Selected for an interview, and interviewed)

- Offer/Hire (Selected for the position)

As with many higher education institutions, there may be a gap in time between offer and hire for faculty members, as they are generally selected in the spring to teach the following fall. This time period can span two academic years. We report recruiting data based upon the date the search closes, and we report personnel activity data based on the employee's hire date. Thus, the number of hires in recruiting exhibits may not match the number of hires in the personnel exhibits.

In the normal conduct of business, the Chief Diversity Officer reviews applicant self-identification data and determines whether there is a need for real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that applicant pools are not sufficiently diverse.

The actions completed during the previous 12 months are summarized as follows:

Many factors have changed which make it difficult to analyze the data this year. One of importance is the changes to the availability rate, the increase in hires and the addition of Substitute hires which are an interim measure to meet staffing demands before recruitment is conducted. Recruitment efforts do not include Substitute titles thus appointments of substitutes are not monitored by the CDO.

1. There was a total of 67 recruitment searches (some for multiple positions in one posting).
   a. Those searches yielded 8,148 applicants (including those searches that failed/cancelled).
   b. 830 API, 3,544 Black, 1,384 Hisp, 218 TorM, and 2,142 White (which includes unknowns).
   c. 4,243 were females, 3,190 were Males and 714 unknowns.
   d. 130 were Veterans – Not analyzed, this group is new and have no frame of reference for comparison.
   e. 359 self-identified as having a disability - Not analyzed, this group because it started last year but still do not have a frame of reference for comparison.

1. Four out of the 67 were cancelled or failed.
2. There were **80** total new hires

As one of the nation's largest and comprehensive Predominantly Black Institution's (PBI), Medgar Evers College's recruitment effort is a testament to that mission. However, we strife on expanding our efforts to be more inclusive in other categories. One of our strategic plans is to increase female faculty. For the 2017-2018 reporting period there were 24 new hires of which 13 were female; 54% of new hires exceeding our 2015-2020 strategic plan.

For total numbers and percentages see Appendix G.

Hiring from Civil Service Applicant Pools

The College participated in Four (4) University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in Appendix F and the counts of applicants in Appendix G.

Civil Service Exams						
Exam Title	Exam Number	Date of Pool	Interviewed	Hires	Race/ Ethnicity	Gender
Campus Peace Officer	2053	3/26/2017	3	3 Hires	1 UN, 1 B/AFAM, 1 TorM	2 Females, 1 Male
Campus Peace Officer	2053	8/10/2017	7	3 Hires	3 B/AFAM	2 Females, 1 Male
Campus Peace Officer	2053	8/30/2017	3	2 Hires	1 B/AFAM, 1 API	1 Female, 1 Male
CUNY Office Assistant		3/19/2019	7	1 Hire	1 UN	1 Female

Compensation

The University develops and manages pay plans according to title and/or bargaining unit. These include an Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Schedules, and Classified Civil Service Plans for Managerial Personnel, Non-Managerial Staff, and Skilled Trades. Plans are subject to bargaining unit contracts, Civil Service regulations, New York City Comptroller's Determinations, and/or University policy, and these factors sometimes limit the flexibility of the pay plans.

We review policies such as:

- Setting of Starting Salaries

- Performance-Based Pay

- Pay Increases Upon Promotion

- Tracking of Compensation Decisions

- Document Retention Practices

- Assignment of Overtime/Additional Assignments.

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

The Chief Diversity Officer and the Human Resources Director discussed compensation best practices and areas of risk with members of the President's Cabinet during the Fall 2018 semester.

PART THREE: ACTION-ORIENTED PROGRAMS

This section details a qualitative assessment of programs over the prior year, evaluates how the College has, or has not, achieved its goals, and identifies planned activities aimed at achieving the coming year's goals.

Part Three contains:

- Implementation of Prior-Year Programs

- Implementation of 2018-2019 Programs

- Ongoing Activities in Support of Affirmative Action

- Internal Audit and Reporting.

IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

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

Exhibit: Summary of Campus Programs, 2017-2018

(Include a detailed discussion of the effectiveness of campus programs relative to the goals for these programs and overall Affirmative Action goals. Note which, if any programs you will not continue due to limited impact and those you plan to revise to improve impact.)

Note to CDO. Programs might include:
- Faculty Fellowship Publication Program Fellows
- Ongoing College Programs and Public Events
- Ongoing Meetings and Engagement with College Management
- Diversity Committee activities
- Audits and Reviews you conducted
- Specific targeted recruiting programs
- General outreach
- Changes in how college conducted searches or other activities
- Staff and employee training

Program	Impact
Hispanic Heritage Month (month-long calendar of events focusing on Hispanic culture and community.	College-wide representation of Hispanics increased by 5 from 47 to 52.
Women's History Month (month-long calendar of events focusing on the contributions and participation of women in American culture and community.	College-wide representation of women increased by 11 from 283 to 294. Also as noted previously, out of 24 new hires 13 were female; 54% of new hires exceeding our 2015-2020 strategic plan.
The Soul Food Festival during Black History Month.	Designed to foster awareness of African American heritage while promoting the unique diversity of our student and Staff body. There were 364 in attendance.
Diversity Day	The day long event focused on bringing awareness. By having Students, clubs and Faculty/Staff showcase and have dialogue about different cultures, religions, gender, social and civic engagement through music, dance, poetry, fashion and film. 238

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Program	Impact
	participated.
Diversity Poetry Spoken Word Slam	Diversity Poetry Spoken Word competition provides a forum for students, faculty and staff to express their view points on topics surrounding diversity and inclusion. There were 83 participants.
Ice cream Social: Ice Cream come in different Flavors and so do we!	Ice Cream was served while having conversations on Safe Space on diversity and inclusion. Hear and share similar as well as different perspectives on some of the social and cultural differences that exit not only on campus and across the united states, but also around the world.
Annual Diversity Training	This training is to reinforce our commitment for an inclusive workforce.
Safe Zone Initiatives trainings on ad-hoc basis	This training is conducted only on an as needed bases.
Circulate information on Diversity Hiring An ongoing basis, Academic Affairs disseminates information to Faculty Chairs and their P&B Committees that were hiring this year on how to increase diversity in faculty hiring that would proactively support the College's mission of inclusion The CDO's office actively circulates CUNY Diversity and Recruitment Policy.	The College makes due diligence to address employee underutilization by increasing awareness of the current issue and industry best practices that can diversity employee recruitment. Long-term goals include increasing accountability around diverse talent.
Systematic Implementation of Search Committee Protocol The CDO's Office thoroughly incorporates CUNY Office of Recruitment and Diversity's Search Committee Guidelines in all recruitment search procedures by monitoring job descriptions, offering search committee trainings and by posting supporting resources on the College's website.	Search Committees are regularly provided with information and best practices with the objective to garner a diverse pool of applicants and apply fair review practices.
Distribution of Affirmative Action policies to Leadership. The College's Title IX Coordinator/Director of Compliance and Diversity continues to	The Director presented on these topics as part of an ongoing efforts for workplace diversity.

Program	Impact
present on College's policies on affirmative action and EEO to administrative leaders.	
Wide dissemination of open positions The College makes continuous efforts to diversify applicant pool by advertising all positions on the College website, CUNY-wide and external job search engines. To address issues of any underutilization, Academic Affairs manages recruitment for open positions through systematic advertising and outreach. Additionally, faculty and staff positions are posted with the New York State Department of Labor, HigherEdjobs.com, Diversejobs.net, naaap.org and to (National Association of Asian American Professionals) and aaastudies.org (Assoc for Asian American Studies) to assists lower the UU rate in the API category.	The College is not equipped with the tools to assess its outreach efforts' direct impact on underutilization in job groups. There are some indications that underutilization rates are improving. As noted, the decrease of UU rates.

Results oriented activities to address underutilization during the past year (2017-2018) include the efforts of the Chief Diversity Officer to:

- Charge and train all search committees and hiring managers to understand and embrace diversity and inclusion as a strategic priority
- Monitor and certify the applicant pool for each job search to ensure that the college's diversity goals can 26 be met
- Work with the Affirmative Action and other campus committees to produce programming that will promote diversity within the MEC Community
- Present the Affirmative Action Plan to the President's Cabinet and other senior college officials.

IMPLEMENTATION OF 2018-2019 PROGRAMS

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

Exhibit: Planned Campus Programs, 2018-2019

(Discuss, as applicable, the rationales behind developing these specific programs; i.e., relevant to goals, achievable, affordable)

Program	Expected Impact
Hispanic Heritage Month (month-long calendar of events focusing on Hispanic culture and community.	College-wide representation of Hispanics increased by 5 from 47 to 52.
Women's History Month (month-long calendar of events focusing on the contributions and participation of women in American culture and community.	College-wide representation of women increased by 11 from 283 to 294. Also as noted previously, out of 24 new hires 13 were female; 54% of new hires exceeding our 2015-2020 strategic plan.

The College will work with Academic Affairs, Student Affairs and Human Resources to continue to provide training and workshops.

ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

(Use this section to cover ongoing, routine practices you intend to continue which do not rise to the level of a targeted program or effort. This may include training programs, committee work, meetings, etc.)

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

- Sends job postings to State Workforce Agencies and Veterans' career centers

- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups

- Maintains social media accounts for recruitment and employment branding

- Advertises and administers Civil Service examinations

- Publishes guides and training materials on effective and compliant search practices

- Publishes an annual notice of non-discrimination in the New York Times

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- Provides training and ongoing updates to Chief Diversity Officers.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days

- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied

- A job application process where all candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, or disability status; information is kept confidentially and used to analyze the composition of applicant pools

- A committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions

- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

The Chief Diversity Officer posts and distributes notices of non-discrimination policies, changes in regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. The CDO also integrates compliance information into training programs for faculty, students, and staff.

Ongoing activities sponsored by the College supporting affirmative action include:

- Ongoing oversight by the Chief Diversity Officer including required review of Search Plans, certification of applicant pools, and review of search outcomes.

- The College makes continuous good faith efforts to recruit women and minorities by advertising all positions on the College website and CUNY-wide. In addition, faculty and staff positions are posted with the New York State Department of Labor, ChronicleCareers.com, HigherEdjobs.com, Diversejobs.net, naaap.org (Association for Asian American Studies) and aaastudies.org (National Association of Asian American Professionals) to address underutilization in certain job groups.

INTERNAL AUDIT AND REPORTING

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

The Chief Diversity Officer is responsible for audits and reviews of the effectiveness of

College programs. This includes:

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations

- Monitoring the status of employee self-identification programs

- Reviewing the effectiveness of recruiting outreach and advertising

- Monitoring complaints or incident reports which may indicate underlying trends

- Reviewing personnel activities and the Affirmative Action Plan with senior level officers

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

(Discuss any specific reviews and/or audits if applicable).

The College maintains employment records in the central CUNYFirst system used to provide the data underlying Affirmative Action Plans. The Chief Diversity Officer works with Human Resources staff to assure College records are complete, accurate, and timely. Data quality is audited further by the University periodically throughout the year.

The University reports statistics and diversity metrics to the University Community and the CUNY Board of Trustees on a quarterly basis.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate that Affirmative Action plans be prepared to address the hiring and advancement of Individuals with Disabilities and Veterans. The topics covered in Part Four are similar to those covered in the other sections except that we analyze data in a simpler format and make comparisons based on federally-recommended benchmarks.

The sections of Part Four are mandated by regulation. They are:

- Policy Statement

- Review of Personnel Processes

- Review of Physical and Mental Qualifications

- Reasonable Accommodations

- Harassment Prevention Procedures

- External Dissemination of Policy

- Outreach and Positive Recruiting

- Internal Dissemination of Policy

- Responsibility for Implementation

- Training

- Audit and Reporting System

- Benchmark Comparisons

For the Italian American Plan, Part Four should be deleted in its entirety, including the Exhibit on benchmark comparisons.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

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

REVIEW OF PERSONNEL PROCESSES

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

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

We invite employees to self-identify through an online system available in CUNY's Employee Self-Service Portal. We invite applicants to self-identify through CUNY's

online recruiting system with each application. The University maintains this data in its system of record with appropriate security measures for confidentiality of individual information. As was described in Part Two, the College conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

Our goal is to ensure that all physical and mental qualifications and requirements are job-related and consistent with business necessity and safe performance of the job. We periodically review the College's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

We will repeat a review of a given position when there is a change in working conditions that may influence the job's physical or mental requirements. Examples may include new work requirements or new equipment. As new job qualifications are established, the College will review them to ensure that they would not screen out qualified Individuals with Disabilities or Protected Veterans. To the extent that such a situation might occur, the College takes steps to ensure the requirements are essential functions of these particular jobs.

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

REASONABLE ACCOMMODATIONS

The College provides reasonable accommodations to physical and mental limitations of applicants and employees who are Individuals with Disabilities or Disabled Veterans. As per *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments*, the Human Resources Director is responsible for responding to requests by applicants for employment, current employees and visitors. Anyone may request an accommodation by contacting the Human Resources Office.

The College contact for accommodation requests is:
Name: Kareema Monroe
Title: Accommodations Coordinator
Phone: 718-270-6946
Email: Kmonroe@mec.cuny.edu

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

Click for CUNY's Policies
(http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures.html).

Applicants for employment may request accommodations to physical and mental limitations during the recruiting and interviewing process. The procedure is provided on the Employment Page of the CUNY Website and (https://ares.mec.cuny.edu/human-resources/employment/). The text of the statement is as follows:

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

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

In the last year:

- While recognizing that many requests are resolved through an informal process, the College responded to 6 official requests for employee accommodations, for which the process was successfully concluded 6 times. At this time there are no outstanding appeals.

- The College responded to 1 requests for reasonable accommodation for technology upgrade and was granted.

HARASSMENT PREVENTION PROCEDURES

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

EXTERNAL DISSEMINATION OF POLICY

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

The University also posts its Non-Discrimination Policy on its employment website (Click for CUNY's Employment Page (www.cuny.edu/employment.html) and advertises the policy annually in the New York Times newspaper.

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

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior Year Outreach Efforts

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

Program / Effort	Impact/Discussion
Disability Awareness	An annual Program conducted in partnership with the Office of Differently Abled and the Office of Human Resources.
Veterans Photo Exhibit	We continue to exhibit the Veterans Photo to increase the visibility and recognition of Veterans on our campus as a way to increase potential veteran applicants.

Planned Outreach for 2018-2019

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

Program / Effort	Goals/Expected Impact
Disability Awareness	An annual Program conducted in partnership with the Office of Differently Abled and the Office of Human Resources.

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Program / Effort	Goals/Expected Impact
Veterans Photo Exhibit	We will continue to exhibit the Veterans Photo to increase the visibility and recognition of Veterans on our campus as a way to increase potential veteran applicants.

In addition, general, ongoing efforts to disseminate the *CUNY Policy on Non-Discrimination* and conduct outreach and positive recruitment include the following:

- Disseminating information concerning employment opportunities to media that reach Disabled Veterans, other Protected Veterans, and Individuals with Disabilities

- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies

- Filing the federal VETS-4212 report annually

- Veterans who received a passing score on a competitive Civil Service examination may apply for additional points to be added to their score based on Veteran or Disabled Veteran Status as defined by New York State statute.

- The University may appoint qualified disabled individuals to classified competitive Civil Service titles without an examination.

INTERNAL DISSEMINATION OF POLICY

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

- Including policies in the manuals and other in-house publications

- Meeting with senior staff and other supervisors to explain the intent of the policy and individual responsibility for effective implementation

- Scheduling training sessions for employees involved in recruitment, selection, and

promotion decision-making

- Discussing policies thoroughly in both employee orientation and management training programs

- Including articles on accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in College publications

- Posting the *CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments* on College bulletin boards, along with the *CUNY Policy on Non-Discrimination* (which also covers protection from harassment on the basis of disability)

- Featuring persons who are Individuals with Disabilities in handbooks or similar publications

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

The President, Rudolph F. Crew, oversees Affirmative Action and compliance programs. He appoints the 504/A.D.A. Coordinator to oversee College compliance activities and provides management support and resources to manage the implementation of Affirmative Action and compliance programs. Issues uncovered in self-audits or reviews are ultimately reported to the President who oversees implementation of appropriate responses.

504/A.D.A Coordinator

The President assigned the duties of the 504/A.D.A. Coordinator to Tanya Issacs. Their responsibilities include:

- Chairing the 504/A.D.A. Committee

- Monitoring the college for 504/A.D.A. compliance

- Resolving issues before they become potential grievances; considering appeals and disputed accommodation decisions

- Maintaining information on accommodations requested and provided

- Ensuring pertinent records are stored securely and confidentiality is maintained

- Providing training as needed on issues related to Individuals with Disabilities.

504/A.D.A. Committee

The 504/A.D.A. Committee advises the Coordinator. It is comprised of representatives from various divisions, departments, and programs, including Individuals with Disabilities. The current committee structure is still under review and a new committee will be appointed by the President during the current reporting year.

College Officials

College officials assume certain responsibilities to assure compliance with regulations, including working with the Office of Human Resources to identify and fund reasonable accommodations.

University Management

The University's Office of Recruitment and Diversity reports summary statistics to senior management on a quarterly basis. These reports include both university-wide and college-specific data. The University posts these reports online at:

Click here for University Resources:
http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/

TRAINING

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. CUNY's Office of Recruitment and Diversity and the Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

Medgar Evers annually kicks off a Veterans Week with a flag-raising ceremony outside of the Bedford Building. This is particularly important because Medgar Wiley Evers served in the United States Army during World War II. Upon returning from the war and witnessing segregation and being not being afforded the freedom from which he fought fueled his fight for civil rights in this country. That spirit lives on at the College.

Medgar Evers also has the MEC Veterans Club which facilitates veteran involvement and brings awareness of the vital roles of our veterans to the college community through social events and programs.

AUDIT AND REPORTING SYSTEM

The 504/A.D.A. Coordinator is responsible for the College's audit and reporting system to monitor the College's overall programs in support of Individuals with Disabilities, measuring the degree to which the College is meeting its objectives and identifying the need for remedial action. The Coordinator also determines whether there are any undue hurdles for both Individuals with Disabilities and Protected Veterans in gaining access to college programs and activities of all kinds.

The Chief Diversity Officer is responsible for monitoring recruitment outreach, as well as claims of discrimination related to status as a Veteran or Individual with a Disability. The CDO audits the effectiveness of outreach and Affirmative Action programs as part of the Affirmative Action Plan process.

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

BENCHMARK COMPARISONS

The federal guideline for utilization of Individuals with Disabilities is 7.0%.

Appendix H details the utilization of Individuals with Disabilities by Job Group. There is no guideline for utilization of Veterans.

In March 2018, the federal benchmark Hiring Rate for Veterans was set at 6.4%. The exhibit on the next page illustrates College hiring rates for Veterans. While we calculated a Hiring Rate for Individuals with Disabilities, there is no recommended benchmark.

We monitor recruitment, application and appointment processes to assure representation of Protected Veterans and Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Benchmark
The benchmark Hiring Rate is 6.4% as established in March 2018 by the U.S. Department of Labor.

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identified as Veterans before an offer of employment is made	130	N/A	N/A
B. Total number of job openings	80		N/A
C. Total number of jobs filled	80	98	138
D. Total number of applicants for all jobs	8,148	2,006	2,635
E. Number of Veteran applicants hired	5	3	4
F. Total number of applicants hired	68	102	138
Hiring Rate (E divided by F)	7%	2.9%	2.8%
Was Benchmark Met? (Yes/No)	YES	NO	NO

Hiring Rate, Individuals with Disabilities
There currently is no benchmark rate for Individuals with Disabilities.

Factor	2017-2018	2016-2017	2015-2016
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	319	N/A	N/A
B. Total number of job openings		N/A	N/A
C. Total number of jobs filled	80	98	138
D. Total number of applicants for all jobs	8,148	2,006	2,635
E. Number of Individuals with Disabilities hired	0	0	0
F. Total number of applicants hired	68	102	138
Hiring Rate (E Divided by F)	0%	0%	0%

A. SUMMARY ORGANIZATION CHART

B. RE-AFFIRMATION LETTER

C. JOB GROUPS AND LABOR MARKET AVAILABILITY FACTORS

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Medgar Evers College

This report lists those CUNY job groups for which the college has employees. Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Titles added to CUNY's job system in the past year are listed at the end of this Appendix.

Individuals in the Chief Executive role are not included in this report.

Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is an external Labor Market measure. LMA Factor 2 is an internal factor (i.e., employee eligible for promotion into the group).

Full Time Employee Count: 606

Category: Executive/Administrative/Managerial

Administration 1 (Executive)

Employee Count: 19

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (EDC) US - Ph.D., M.A., B.A., 2013-14
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2013.

Title(s)	Employee(s)
Administrator	1
Assc Administrator	3
Asst Vice President	3
Dean	8
Sr Vice President	2
Vice President	2

Administration 2 (Manager)

Employee Count: 74

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	40.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	60.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
HE Associate	42
HE Officer	32

Facility Manager

Employee Count: 3

Facility Superintendents (Managerial)
In 2017, combined Admin Superintendent and Chief Admin Superintendent groups

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisor/Managers of Housekeeping and Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Admin Supt Builds Grds	2
Chief Admin Supt - Competitive	1

Category: Executive/Administrative/Managerial

IT Computer Manager

Employee Count: 1

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer and Information Systems Managers (1110)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Computer Systems Mgr	1

Security Manager

Employee Count: 2

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Security Asst Dir	2

Category: Professional Faculty

Faculty-Developmental

Employee Count: 5

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
CUNY Start Instructor	5

Faculty-Instructor

Employee Count: 1

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

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred M.A. 2013-2014, 4-State (NY/NJ/CT/PA)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Instructor	1

Faculty-Lecturer

Employee Count: 40

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

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	Earned Degrees Conferred B.A. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 50% and US Non-4-State weighted at 50% in all fields
2-Internal	0.00%	NA

Title(s)	Employee(s)
Dist Lecturer	1
Lecturer	33
Lecturer Doct Sch	6

Category: Professional Faculty

Faculty-Professorial
Employee Count: 136

Professorial Faculty and Librarians (includes Instructor Librarians and Lecturer Librarians). Tenure-eligible faculty for whom a terminal degree is a minimum qualification. Graduate Center faculty are evaluated against a more experienced cohort.
For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	With the exception of the Graduate Center: Earned Degrees Conferred Ph.D. 2013-14, 4-State (NY/NJ/CT/PA) weighted at 20% and US Non-4-State weighted at 80% in all fields. For Library, availability calculation blends Master's and Doctorate degrees weighted as 50% 4-State and 50% US Non-4-State.
2-Internal	100.00%	Graduate Center Only: recipients of new research doctorates in relevant fields awarded by 406 U.S. universities 7/1/1999 - 6/30/2000 using the 2000 Survey of Earned Doctorates (SED), an annual census.

Title(s)	Employee(s)
Assc Professor	39
Asst Professor	55
Lecturer	1
Professor	41

Category: Professional Non-Faculty

Accountant

Employee Count: 4

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Fall 2013, Permanent College Accounting Assistants. On September 19, 2013 College Accounting Assistants received an opportunity for promotion based on service and educational qualifications.

Title(s)	Employee(s)
Finance Accountant	2
Purchasing Agent	2

Administration 3 (Professional)

Employee Count: 118

Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	Earned Degrees Conferred (ECD) 4-State (NY/NJ/CT/PA); B.A., 2013-2014
2-Internal	30.00%	Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles, service requirement and criteria -Source Spring 2014.

Title(s)	Employee(s)
Asst to HEO	63
HE Assistant	53
Research Assc	2

Administration 5 (Engineer-Architect)

Employee Count: 1

Engineers and Architects and related professional staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) for NY State only; Engineering Managers (300) and Architects, Except Naval (1300)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Architect Asst	1

Category: Professional Non-Faculty

IT Computer Professional

Employee Count: 16

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

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Scientist Systems Analyst (1000); Computer Programmer (1010); Computer Software Engineers (1020); Database Administrator (1060); Network Systems & Data Communication Analysts (1110); Computer Hardware Engineers (1400); Computer Operators (5800); and Computer Control Programmers and Operators (7900)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Associate	3
IT Asst	5
IT Bus Data Rep Analyst	3
IT Sr Associate	5

Category: Administrative Support Workers

Accountant Assistant

Employee Count: 2

Accounting Support Staff
In 2017, incorporated new CUNY Payroll Clerk title

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS)-NY/NJ/CT/PA, Accountants and Auditors (code 800) and Purchasing Managers (150)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Asst Purchasing Agent	1
Finance Accountant Asst	1

Administrative Assistant

Employee Count: 5

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011 - CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above).

Title(s)	Employee(s)
CUNY Admin Asst	5

Mail Services Worker

Employee Count: 4

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Mail Clerks/Mail Machine Operators, Except Postal Service (5850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Mail Message Svcs Worker	4

Category: Administrative Support Workers

Office Assistant

Employee Count: 26

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Secretaries, and Administrative Assistants (5700); Word Processors and Typists (5820); and Office Administrative Support Workers, all other (5940), Office Clerks, General (5860)
2-Internal	0.00%	NA

Title(s)	Employee(s)
CUNY Office Assistant	26

Category: Technicians

Administration 4 (College Lab Tech)

Employee Count: 23

College Laboratory Technicians (abbrev CLT)
For utilization analyses reviewed by sub-group: Science/Technical/Engineering; Other Lab Techs

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 American Community Survey (ACS) - 4-State (NY/NJ/CT/PA), weighted by function weighted at 90% and 4STATES Earned Degrees Conferred (EDC) - Bachelors 2013-14 weighted at 10%
2-Internal	0.00%	NA

Title(s)	Employee(s)
Chief College Lab Tech	2
College Lab Tech	18
Sr College Lab Tech	3

Broadcast/Media

Employee Count: 4

Broadcast and Mass Media Technicians

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100 00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Broadcast and Sound Engineer Technicians and Radio Operators and Other Media and Communications Equipment Workers (2900)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Media Svcs Tech	4

IT Support Technician

Employee Count: 6

IT Technical Support Workers
In 2017, split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Computer Support Specialists (1050)
2-Internal	0.00%	NA

Title(s)	Employee(s)
IT Support Asst	6

Category: Technicians

Print Shop
Employee Count: 3

Print Shop and Related Tech Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Miscellaneous Media & Communication Workers (2860) and Printing Machine Operators (8255)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Print Shop Assistant	3

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Employee Count: 1

Buildings and Grounds Workers
In 2017, Maintenance Workers moved from Skilled Trades into this group

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/PA/CT), Grounds Maintenance (4250), Janitors and Buildings and Grounds (4220), Motor Vehicle Operators (9150), Maintenance and Repair Workers, General (7340)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Maintenance Worker	1

Laborers and Helpers

Employee Count: 8

Entry-Level Craft Workers
In 2017, split from Skilled Trades

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Laborers (53-7062) and Helpers (47-3010)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Laborer	8

Skilled Trades

Employee Count: 20

Skilled Tradespeople

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Stationary Engineer & Boiler Operator (8610), Carpenters (6230), Electricians (6355), Painters, Construction Maintenance (6420), Pipelayers, Plumbers, Pipefitters (6440), Machinist (8030), Construction Manager (220), Automotive Service Technicians & Mechanics (7200), Elevator Installer & Repairer (6700), Roofer (6515), Cement Mason, Concrete Finishers & Terrazzo Worker (6250), Locksmith and Safe Repairers (7540), Plasterers and Stucco Masons (6460), Maintenance Workers, Machinery (7350)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Carpenter	2
Electrician	2
Locksmith	1
Oiler	3

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Category: Craft Workers

Painter	2
Plumber	2
Stationary Engineer	7
Thermostat Repairer	1

Skilled Trades-Supervisor

Employee Count: 2

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011, Skilled Trades - selected titles with permanency and appointment to title with years of service requirement.

Title(s)	Employee(s)
Painter Supervisor	1
Supervisor (Maint&Labor)	1

Category: Service Workers and Others

Campus Peace Officer-Level 1

Employee Count: 37

Campus Security-Entry Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) - Residence Geography, New York City - Police and Sheriffs Patrol Officer (3850)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Campus Peace Officer	14
Campus Security Asst	23

Campus Peace Officer-Level 2

Employee Count: 1

Campus Security-Mid Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Survey Spring 2011 - Permanent Campus Peace/Security Officer Level 1 - The Campus Peace/Security Officer Level 2 title is strictly promotional from the Permanent Campus Peace/Security Officer Level 1 title with years of service requirement.

Title(s)	Employee(s)
Campus Peace Officer	1

Campus Peace Officer-Sergeant

Employee Count: 5

Campus Security Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only
2-Internal	100.00%	CUNY Permanent Campus Peace Officer Level 1 and 2

Title(s)	Employee(s)
Campus Pub Safety Sergeant	4
Campus Security Specialist	1

Category: Service Workers and Others

Custodial

Employee Count: 35

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), Janitors and Building Cleaners (4220)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	35

Custodial Supervisor

Employee Count: 4

Custodial Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2007-2011 US Census-American Community Survey (ACS) 4-State (NY/NJ/CT/PA), First Line Supervisors/Managers of Housekeeping/Janitorial Workers (4200)
2-Internal	0.00%	NA

Title(s)	Employee(s)
Custodial Sr Supervisor	1
Custodial Supervisor	3

APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS

Note: In the 2017-2018 Academic Year, CUNY added the titles listed below (not all are used at the College).

Job Code	Title Name	Job Group
200444	University Senior Vice Chancellor for Design and Construction	Administration 1 (Executives)
200544	University Associate Vice Chancellor for Research	Administration 1 (Executives)
200545	Exec Dir Labor Relations-Assistant Administrator	Administration 1 (Executives)
200546	Dean School Prof Stds-Senior University Dean	Administration 1 (Executives)
200547	University Associate Vice Chancellor for Academic Strategy	Administration 1 (Executives)
200548	University Executive Director of Procurement	Administration 1 (Executives)
200549	Associate Dean Research	Administration 1 (Executives)
200550	University Assistant Vice Chancellor Academic Affairs	Administration 1 (Executives)
200551	University Deputy Secretary to the Board-University Associate Administrator	Administration 1 (Executives)
200552	Exec Chief Librarian - Dean	Administration 1 (Executives)
200553	University Executive Director of Technology Strategy-University Administrator	Administration 1 (Executives)
200554	University Vice Chancellor University Advancement	Administration 1 (Executives)
200555	University Associate Vice Chancellor for Academic Affairs	Administration 1 (Executives)
200556	Assistant Dean Institutional Research and Strategic Planning	Administration 1 (Executives)
200557	University Assistant Vice Chancellor Enrollment Management	Administration 1 (Executives)
200558	Assistant VP Enroll Management Student Success	Administration 1 (Executives)
200559	University Dean Health and Human Services	Administration 1 (Executives)
200560	Dean School of Labor and Urban Studies	Administration 1 (Executives)
200561	Executive Director Financial Services-AstAdm	Administration 1 (Executives)
400697	Associate Legal Counsel-Higher Education Officer	Administration 2 (Managers)
500086	Elevator Mechanic (previous title re-activated)	Skilled Trades
500282	University Senior Payroll Analyst 1	Accountant Assistant
500283	University Senior Payroll Analyst 2	Accountant Assistant
200564	Univ Exec Gen Counsel-Uadm	Administration 1 (Executives)

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Medgar Evers College

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

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

Total Faculty: 182

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences
Faculty Count: 19

Department ID	Department Name	Number of Faculty
10033	Dept Of Biology	19

Biological and Biomedical Sciences AND Physical Sciences
Faculty Count: 9

Blended rate (average) of Biological and Biomedical Sciences / Physical Sciences for those departments which teach both disciplines.

Department ID	Department Name	Number of Faculty
10226	Phy & Computer Science	9

Business, Management, Marketing, Support Services
Faculty Count: 16

Department ID	Department Name	Number of Faculty
10005	Dept Of Accounting	7
10042	Dept Of Business Admin	5
10088	Dept Of Econ And Fin	4

Communications, Journalism, and Related Programs
Faculty Count: 11

Department ID	Department Name	Number of Faculty
10060	Dept Of Mass Comm	11

Computer and Information Sciences and Support Services
Faculty Count: 8

Department ID	Department Name	Number of Faculty
10066	Dept Of Comptr Info Systems	8

Education
Faculty Count: 9

Department ID	Department Name	Number of Faculty
10285	Developmen & Special Education	5
10099	Early Childhood & Elem Educ	4

Education - Developmental
Faculty Count: 15

Department ID	Department Name	Number of Faculty
15003	Adult Cont Edu/External Prog	5
75022	Counseling	1
65037	EVENING & WEEKEND	1

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

75125	Freshman Year Program	4
65098	SEEK-Academic Dept	4

English Language and Literature/Letters
Faculty Count: 17

Department ID	Department Name	Number of Faculty
10102	Dept Of English	17

Foreign Languages, Literatures, and Linguistics
Faculty Count: 4

Department ID	Department Name	Number of Faculty
10117	Dept Of Foreign Lan	4

Health Professions and Related Programs
Faculty Count: 14

Department ID	Department Name	Number of Faculty
10211	Nursing	14

Library (Librarians/Non-Teaching)
Faculty Count: 7

Unlike other faculty, weighted at MA+PhD US at 50% and MA+PhD 4-State at 50%

Department ID	Department Name	Number of Faculty
70054	Dept Of Library & Info Serv	7

Mathematics and Statistics
Faculty Count: 13

Department ID	Department Name	Number of Faculty
10195	Dept Of Math	13

Natural Resources and Conservation
Faculty Count: 9

Department ID	Department Name	Number of Faculty
10051	Chem & Env Science	9

Philosophy and Religious Studies
Faculty Count: 2

Department ID	Department Name	Number of Faculty
10221	Dept Of Phil & Rel Studies	2

Psychology
Faculty Count: 6

Department ID	Department Name	Number of Faculty
10245	Dept Of Psych	6

APPENDIX D - ACADEMIC DEPARTMENTS BY DISCIPLINE/PROGRAM

Public Administration and Social Service Professions

Faculty Count: 6

Department ID	Department Name	Number of Faculty
10249	Dept of Public Administration	6

Social Sciences

Faculty Count: 17

Department ID	Department Name	Number of Faculty
10280	Dept Of Soc & Behav. Sci	13
10281	SOCIAL WORK	4

E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)

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

Medgar Evers College

Appendix E-1 presents utilization and underutilization of protected groups by job group. A group is displayed only when there are five or more employees assigned to it.

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

Underutilization numbers represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

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

Category: Executive/Administrative/Managerial

Job Group: **Administration 1 (Executive)**
Description: Executive Compensation Plan (Other Than Chief Executive)
Full-time Employees   19

Employees in this group hold the following titles:

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

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	10	16	1	13	2
Underutilized (Yes/No)?			Y		
Number Underutilized			1		
Actual Utilization Percent	52.6%	84.2%	5.3%	68.4%	10.5%
Labor Market Avail. Percent	49.3%	29.7%	8.5%	11.1%	8.9%

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

Category: Executive/Administrative/Managerial

Job Group: **Administration 2 (Manager)**
Description: Manager-Level Administrators
Full-time Employees 74

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	48	68	3	58	6
Underutilized (Yes/No)?			Y		Y
Number Underutilized			5		4
Actual Utilization Percent	64.9%	91.9%	4.1%	78.4%	8.1%
Labor Market Avail. Percent	59.9%	41.4%	10.6%	16.3%	13.5%

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

Category: Professional Non-Faculty

Job Group: **Administration 3 (Professional)**
Description: **Administrators (Professionals)**
Full-time Employees   118

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant
04134	Research Assc

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	79	113	2	94	13
Underutilized (Yes/No)?			Y		
Number Underutilized			9		
Actual Utilization Percent	66.9%	95.8%	1.7%	79.7%	11.0%
Labor Market Avail. Percent	61.1%	37.6%	9.6%	14.3%	12.0%

Category: Professional Non-Faculty

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

Employees in this group hold the following titles:

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

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	14	5	8	1
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	31.3%	87.5%	31.3%	50.0%	6.3%
Labor Market Avail. Percent	26.4%	33.6%	19.7%	7.1%	5.4%

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

Category: Administrative Support Workers

Job Group: **Administrative Assistant**
Description: Administrative Support Staff-Senior Level
Full-time Employees 5

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	5	0	5	0
Underutilized (Yes/No)?			Y		Y
Number Underutilized			0		1
Actual Utilization Percent	100.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	91.1%	74.0%	8.0%	38.1%	27.0%

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

Category: Administrative Support Workers

Job Group: **Office Assistant**
Description: Administrative Support Staff-Entry Level
Full-time Employees 26

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	24	26	1	22	3
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	92.3%	100.0%	3.8%	84.6%	11.5%
Labor Market Avail. Percent	89.9%	26.5%	3.7%	11.6%	9.8%

Category: Craft Workers

Job Group: **Laborers and Helpers**
Description: **Entry-Level Craft Workers**
Full-time Employees   8

Employees in this group hold the following titles:

Title ID	Title Name
90702	Laborer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	8	0	7	1
Underutilized (Yes/No)?	Y		Y		Y
Number Underutilized	0		0		0
Actual Utilization Percent	12.5%	100.0%	0.0%	87.5%	12.5%
Labor Market Avail. Percent	17.0%	33.7%	2.6%	11.6%	18.2%

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

Category: Craft Workers

Job Group:	**Skilled Trades**
Description:	Skilled Tradespeople
Full-time Employees	20

Employees in this group hold the following titles:

Title ID	Title Name
04899	Carpenter
91717	Electrician
04905	Locksmith
04891	Oiler
91830	Painter
91915	Plumber
04915	Stationary Engineer
91940	Thermostat Repairer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	12	2	8	2
Underutilized (Yes/No)?	Y				Y
Number Underutilized	0				2
Actual Utilization Percent	0.0%	60.0%	10.0%	40.0%	10.0%
Labor Market Avail. Percent	2.5%	29.7%	2.6%	7.0%	18.7%

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

Category: Technicians

Job Group: **IT Support Technician**
Description: IT Technical Support Workers
Full-time Employees   6

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	6	0	6	0
Underutilized (Yes/No)?			Y		Y
Number Underutilized			1		1
Actual Utilization Percent	50.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	29.0%	32.6%	10.4%	11.7%	9.0%

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

Category: Service Workers and Others

Job Group: **Campus Peace Officer-Sergeant**
Description: Campus Security Supervisors
Full-time Employees   5

Employees in this group hold the following titles:

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

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	5	1	3	1
Underutilized (Yes/No)?					
Number Underutilized					
Actual Utilization Percent	20.0%	100.0%	20.0%	60.0%	20.0%
Labor Market Avail. Percent	22.6%	85.9%	6.1%	55.1%	23.8%

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

Category: Service Workers and Others

Job Group: **Campus Peace Officer-Level 1**
Description: **Campus Security-Entry Level Staff**
Full-time Employees 37

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer
04841	Campus Security Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	13	35	2	29	4
Underutilized (Yes/No)?			Y		Y
Number Underutilized			1		7
Actual Utilization Percent	35.1%	94.6%	5.4%	78.4%	10.8%
Labor Market Avail. Percent	28.4%	66.7%	7.1%	28.1%	29.3%

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

Category: Service Workers and Others

Job Group: **Custodial**
Description: Custodians-Entry Level
Full-time Employees   35

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	9	35	0	31	4
Underutilized (Yes/No)?			Y		Y
Number Underutilized			1		6
Actual Utilization Percent	25.7%	100.0%	0.0%	88.6%	11.4%
Labor Market Avail. Percent	27.3%	48.9%	2.8%	15.6%	28.8%

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

Medgar Evers College

Appendix E-2 presents utilization and underutlization for College Laboratory Technicians, by general discipline and by protected demographic group. A group is displayed only when there are five or more employees assigned to It.

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

Underutilization numbers represent specific placement goals as prescribed for federal Affirmative Action Plans.

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

APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 19

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

Department ID	Department Name
70009	Academic Computing Ctr
10051	Chem & Env Science
10033	Dept Of Biology
70054	Dept Of Library & Info Serv
10195	Dept Of Math
10211	Nursing
10226	Phy & Computer Science
80119	Sch Of Science, Health & Tech

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Icl	Black/African Am.	Hispanic/ Latino
Number of Employees	7	17	3	13	1
Underutilized (Yes/No)					Y
Number Underutilized					0
Actual Utilization Percent	36.8%	89.5%	15.8%	68.4%	5.3%
Labor Market Avail. Percent	27.8%	30.0%	12.9%	8.0%	7.0%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Medgar Evers College

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups ,by academic discipline withing job group. A group is displayed only when there are five or more faculty assigned to it.

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

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

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

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences

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

10033	Dept Of Biology

Job Group Faculty-Professorial

Total Faculty: 17

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	15	5	8	1
Underutilized (Y/N)	Y				
Number Underutilized	4				
Actual Utilization Percent	29.4%	88.2%	29.4%	47.1%	5.9%
Labor Market Avail. Percent	53.3%	23.5%	11.2%	4.5%	5.7%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Biological and Biomedical Sciences AND Physical Sciences

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

10226   Phy & Computer Science

Job Group   Faculty-Professorial
Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	5	0	4	1
Underutilized (Y/N)	Y		Y		
Number Underutilized	1		1		
Actual Utilization Percent	28.6%	71.4%	0.0%	57.1%	14.3%
Labor Market Avail. Percent	43.3%	20.6%	9.9%	4.1%	5.1%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Business, Management, Marketing, Support Services

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

10005	Dept Of Accounting
10042	Dept Of Business Admin
10088	Dept Of Econ And Fin

Job Group Faculty-Professorial
Total Faculty: 13

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	10	1	9	0
Underutilized (Y/N)					Y
Number Underutilized					1
Actual Utilization Percent	38.5%	76.9%	7.7%	69.2%	0.0%
Labor Market Avail. Percent	43.9%	33.6%	7.1%	20.8%	4.5%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Communications, Journalism, and Related Programs

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

10060   Dept Of Mass Comm

Job Group   Faculty-Professorial
Total Faculty: 5

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	5	1	3	0
Underutilized (Y/N)					Y
Number Underutilized					0
Actual Utilization Percent	60.0%	100.0%	20.0%	60.0%	0.0%
Labor Market Avail. Percent	57.0%	17.7%	3.3%	6.2%	6.6%

Job Group   Faculty-Lecturer
Total Faculty: 6

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	0	6	0	6	0
Underutilized (Y/N)	Y		Y		Y
Number Underutilized	4		0		1
Actual Utilization Percent	0.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	70.5%	32.8%	5.7%	13.0%	11.6%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Computer and Information Sciences and Support Services

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

10066   Dept Of Comptr Info Systems

Job Group   **Faculty-Professorial**
Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	1	6	1	3	1
Underutilized (Y/N)	Y				
Number Underutilized	0				
Actual Utilization Percent	14.3%	85.7%	14.3%	42.9%	14.3%
Labor Market Avail. Percent	21.0%	23.4%	12.1%	6.3%	3.4%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education

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

| 10285 | Developmen & Special Education |
| 10099 | Early Childhood & Elem Educ |

Job Group   Faculty-Professorial

Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	7	1	5	1
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	85.7%	100 0%	14.3%	71.4%	14.3%
Labor Market Avail. Percent	68.2%	30.3%	3.6%	18.2%	6.8%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Education - Developmental

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

15003	Adult Cont Edu/External Prog
75022	Counseling
65037	EVENING & WEEKEND
75125	Freshman Year Program
65098	SEEK-Academic Dept

Job Group   Faculty-Lecturer

Total Faculty: 8

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	6	8	0	8	0
Underutilized (Y/N)			Y		Y
Number Underutilized			1		1
Actual Utilization Percent	75.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%

Job Group   Faculty-Developmental

Total Faculty: 5

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	5	0	4	0
Underutilized (Y/N)			Y		Y
Number Underutilized			0		0
Actual Utilization Percent	80.0%	100.0%	0.0%	80.0%	0.0%
Labor Market Avail. Percent	61.7%	24.9%	6.6%	6.6%	9.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

English Language and Literature/Letters

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

10102   Dept Of English

Job Group   Faculty-Professorial
Total Faculty: 12

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	9	3	5	1
Underutilized (Y/N)					
Number Underutilized					
Actual Utilization Percent	66.7%	75.0%	25.0%	41.7%	8.3%
Labor Market Avail. Percent	60.0%	12.6%	3.5%	3.4%	3.9%

Job Group   Faculty-Lecturer
Total Faculty: 5

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	5	0	5	0
Underutilized (Y/N)	Y		Y		Y
Number Underutilized	1		0		0
Actual Utilization Percent	40.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	66.4%	18.1%	3.5%	6.1%	6.2%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Health Professions and Related Programs

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

10211	Nursing

Job Group Faculty-Professorial
Total Faculty: 14

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	13	14	1	13	0
Underutilized (Y/N)					Y
Number Underutilized					1
Actual Utilization Percent	92.9%	100.0%	7.1%	92.9%	0.0%
Labor Market Avail. Percent	73.9%	25.2%	8.6%	10.3%	4.5%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Library (Librarians/Non-Teaching)

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

70054   Dept Of Library & Info Serv

Job Group   **Faculty-Professorial**
Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	1	0	1	0
Underutilized (Y/N)	Y		Y		Y
Number Underutilized	4		0		0
Actual Utilization Percent	28.6%	14.3%	0.0%	14.3%	0.0%
Labor Market Avail. Percent	79.4%	14.3%	1.6%	6.8%	5.4%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Mathematics and Statistics

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

10195   Dept Of Math

Job Group   Faculty-Professorial

Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	3	3	0	2	1
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	42.9%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	28.8%	16.4%	8.5%	2.7%	3.6%

Job Group   Faculty-Lecturer

Total Faculty: 6

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	0	5	0	5	0
Underutilized (Y/N)	Y		Y		Y
Number Underutilized	2		1		0
Actual Utilization Percent	0.0%	83.3%	0.0%	83.3%	0.0%
Labor Market Avail. Percent	41.4%	29.4%	19.6%	4.1%	3.6%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Natural Resources and Conservation

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

10051   Chem & Env Science

Job Group   Faculty-Professorial

Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	7	2	4	0
Underutilized (Y/N)	Y				Y
Number Underutilized	1				0
Actual Utilization Percent	28.6%	100.0%	28.6%	57.1%	0.0%
Labor Market Avail. Percent	46.6%	16.6%	4.3%	4.3%	6.3%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Psychology

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

10245   Dept Of Psych

Job Group   Faculty-Professorial
Total Faculty: 6

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	3	0	2	1
Underutilized (Y/N)			Y		
Number Underutilized			0		
Actual Utilization Percent	66.7%	50.0%	0.0%	33.3%	16.7%
Labor Market Avail. Percent	73.8%	23.5%	5.2%	8.4%	7.5%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Public Administration and Social Service Professions

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

10249   Dept of Public Administration

Job Group   Faculty-Professorial

Total Faculty: 6

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	1	6	0	5	1
Underutilized (Y/N)	Y		Y		
Number Underutilized	3		0		
Actual Utilization Percent	16.7%	100.0%	0.0%	83.3%	16.7%
Labor Market Avail. Percent	67.3%	32.3%	4.1%	21.5%	4.9%

APPENDIX E-3 - FACULTY UTILIZATION BY DISCIPLINE/PROGRAM

Social Sciences

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

10280	Dept Of Soc & Behav. Sci
10281	SOCIAL WORK

Job Group   **Faculty-Professorial**
Total Faculty: 15

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	7	13	0	11	1
Underutilized (Y/N)			Y		
Number Underutilized			1		
Actual Utilization Percent	46.7%	86.7%	0.0%	73.3%	6.7%
Labor Market Avail. Percent	48.4%	21.0%	6.8%	5.8%	6.5%

F. SUMMARY OF PERSONNEL ACTIVITY

APPENDIX F - SUMMARY OF PERSONNEL ACTIVITY

Medgar Evers College

This Appendix provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender.

Index to Personnel Actions

Action Type	Description
Hire	Employed at the college for the first time, or re-hired after a break in service; includes employees who previously worked at another CUNY College and individuals appointed through Civil Service Transfer Rosters.
Left to Advance to Higher Group + Advanced from a Lower	Employee took a new job that represents a career advancement. This is counted as a hire in the new group and a separation in the old group.
Left Faculty to Move to Executives + Joined Executives from Faculty	A faculty member left a faculty appointment to join the Executive ranks. Normally he/she retains tenure in the faculty appointment.
Left Executives to Return to Faculty + Joined Faculty from Executives	A faculty member returned to a faculty appointment after serving in Executive ranks
Left Group-Other + Transferred from Other Group	Other change in Job Group where there is no stated or implied career advancement.
Separation or Separation within Plan Year	Employee left employment in the College. If occurred within single Plan Year, may be counted as both a Hire and Separation from the same Job Group.
Advanced Within Group	Employee took a higher title (or higher level of the same job title) within the same group.
Title Change Within Group-Other	Employee took another title within the same job group with no stated or implied career advancement.
Awarded Tenure	Awarded Tenure or CCE following a review process.
Hired with Tenure	Granted tenure upon initial hire, generally due to having a tenured status at a previous institution.
Denied Tenure	Tenure denied after a review process. If a job title is not provided, this indicates employee has left CUNY employment (was not counted in the Census).

Campus Summary-All Groups

	Net Group Changes	NET ADDITIONS / Joined Group - Hire — Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE — Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS / Left Group - Separation — Sub #	Sub %	Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE — Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP — Title Change Within Group	Title Change %
Total	24	94		80	2	11	1	-	(70)		(56)	(11)	(2)	(1)	-	17	
Male	13	45	48%	41	2	1	1	-	(32)	46%	(28)	(1)	(2)	-	-	6	35%
Female	11	49	52%	39	-	10	-	-	(38)	54%	(28)	(10)	-	-	-	11	65%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-	-	0%
Total Min	19	78	83%	65	2	10	1	-	(59)	84%	(46)	(10)	(2)	(1)	-	13	76%
Asian	5	11	12%	10	1	1	-	-	(6)	9%	(5)	-	(1)	-	-	-	0%
Black	6	52	55%	42	1	8	1	-	(46)	66%	(36)	(8)	(1)	(1)	-	12	71%
Hispanic	5	10	11%	9	-	1	-	-	(5)	7%	(4)	(1)	-	-	-	-	0%
Other Minority	3	5	5%	4	-	1	-	-	(2)	3%	(1)	(1)	-	-	-	1	6%
Italian-American	(1)	-	0%	-	-	-	-	-	(1)	1%	(1)	-	-	-	-	-	0%
All White	3	14	15%	13	1	1	-	-	(11)	16%	(10)	(1)	-	(1)	-	4	24%
White (Not Ital)	4	14	15%	13	1	1	-	-	(10)	14%	(9)	(1)	-	-	-	4	24%
Unknown	2	2	2%	2	-	-	-	-	(1)	0%	-	-	-	-	-	-	0%
Veterans	1	2	2%	2	-	-	-	-	(1)	1%	(1)	-	-	-	-	1	6%
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	(1)	1%	(1)	-	-	-	-	-	0%

NET ADDITIONS — Joined Group = HIRE / Joined Group-INTERNAL MOVE

NET SUBTRACTIONS — Left Group = SEPARATION / Left Group-INTERNAL MOVE

TITLE CHANGES WITHIN GROUP

	Net Group Changes	Additions #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(2)	14		8		6			(16)		(13)	(1)	(1)	(1)		6	
Male	(4)	4	29%	3		1			(8)	50%	(6)		(1)			1	17%
Female	2	10	71%	5		5			(8)	50%	(7)			(1)		5	83%
Other/Unknown			0%							0%							0%
Total Min		11	79%	6		5			(11)	69%	(8)	(1)	(1)	(1)		5	83%
Asian		1	7%	1					(1)	6%	(1)	(1)					0%
Black		8	57%	5		3			(8)	50%	(6)		(1)	(1)		5	83%
Hispanic	(1)	1	7%			1			(2)	13%	(2)						0%
Other Minority	1	1	7%			1				0%							0%
Italian-American			0%							0%							0%
White (Not Ital)	(3)	2	14%	1		1			(5)	31%	(5)		(1)	(1)		1	17%
All White	(3)	2	14%	1		1			(5)	31%	(5)		(1)	(1)		1	17%
Unknown	1	1	7%	1						0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities	(1)		0%						(1)	6%	(1)						0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	3	5		2	-	3	-		(2)		(1)	-	-	(1)	-	1	
Male	2	3	60%	2		1			(1)	50%	-			(1)		-	0%
Female	1	2	40%	-		2			(1)	50%	(1)					1	100%
Other/Unknown	-		0%							0%						-	0%
Total Min	2	4	80%	2		2			(2)	100%	(1)			(1)		1	100%
Asian	1	1	20%	1		-			-	0%							0%
Black	2	3	60%	1		2			(1)	50%	(1)						0%
Hispanic	(1)		0%						(1)	50%							0%
Other Minority	-		0%							0%							0%
Italian-American	-		0%							0%							0%
White (Not Ital)	1	1	20%			1				0%	-					1	100%
All White	1	1	20%			1				0%						1	100%
Unknown	1	1	20%	1						0%				(1)			0%
Veterans	-		0%							0%							0%
Individuals w/Disabilities	-		0%							0%							0%

	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
	NET ADDITIONS			Joined Group - Hire	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
Total	(2)	9		6		3			(11)		(10)	(1)				5	
Male	(3)	1	11%	1					(4)	36%	(4)					1	20%
Female	1	8	89%	5		3			(7)	64%	(6)					4	80%
Other/Unknown			0%							0%							0%
Total Min	(1)	7	78%	4		3			(8)	73%	(7)	(1)				4	80%
Asian			0%							0%							0%
Black	(2)	5	56%	4		1			(7)	64%	(6)	(1)				4	80%
Hispanic		1	11%			1			(1)	9%	(1)						0%
Other Minority	1	1	11%			1				0%							0%
Italian-American			0%							0%							0%
White (Not Ital)	(2)	1	11%	1					(3)	27%	(3)					1	20%
All White	(2)	1	11%	1					(3)	27%	(3)					1	20%
Unknown	1	1	11%	1						0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

	Net Group Changes	NET ADDITIONS		Joined Group - Hire	Joined Group - INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group - INTERNAL MOVE			TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	·		·	·	·			(1)		(1)	·	·	·		·	
Male	(1)		0%	·	·	·			(1)	100%	(1)	·	·	·		·	0%
Female		·	0%	·	·	·				0%		·	·	·		·	0%
Other/Unknown			0%	·	·	·				0%		·	·	·		·	0%
Total Min			0%	·	·	·				0%		·	·	·		·	0%
Asian			0%	·	·	·				0%		·	·	·		·	0%
Black		·	0%	·	·	·				0%		·	·	·		·	0%
Hispanic		·	0%	·	·	·				0%		·	·	·		·	0%
Other Minority			0%	·	·	·				0%		·	·	·		·	0%
Italian-American	·		0%	·	·	·				0%		·	·	·		·	0%
White (Not Ital)	(1)	·	0%	·	·	·			(1)	100%	(1)	·	·	·		·	0%
All White	(1)	·	0%	·	·	·			(1)	100%	(1)	·	·	·		·	0%
Unknown			0%	·	·	·				0%		·	·	·		·	0%
Veterans	·		0%	·	·	·				0%		·	·	·		·	0%
Individuals w/Disabilities	·		0%	·	·	·				0%		·	·	·		·	0%

Job Group Summary — IT Manager

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Joined Group - HIRE: Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE: Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub. #	Sub %	Left Group - SEPARATION: Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE: Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP: Title Change Within Group	Title Change %
Total	(1)	·	0%	·	·	·	·	·	(2)	100%	(1)	·	·	·	·	·	0%
Male	(2)	·	0%	·	·	·	·	·	(2)	100%	(1)	·	·	·	·	·	0%
Female	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Other/Unknown	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Total Min	(1)	·	0%	·	·	·	·	·	(1)	50%	·	·	(1)	·	·	·	0%
Asian	(1)	·	0%	·	·	·	·	·	(1)	50%	·	·	(1)	·	·	·	0%
Black	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Hispanic	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Other Minority	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Italian-American	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
White (Not Ital)	(1)	·	0%	·	·	·	·	·	(1)	50%	(1)	·	·	·	·	·	0%
All White	(1)	·	0%	·	·	·	·	·	(1)	50%	(1)	·	·	·	·	·	0%
Unknown	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Veterans	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·	·	0%
Individuals w/Disabilities	(1)	·	0%	·	·	·	·	·	(1)	50%	(1)	·	·	·	·	·	0%

Category Summary
Professional Faculty

	Net Group Changes	NET ADDITIONS — Joined Group: HIRE		Joined Group-INTERNAL MOVE					NET SUBTRACTIONS — Left Group: SEPARATION			Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Addition %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	2	25		24		1	1		(23)		(21)	(2)				7	
Male	3	12	48%	11		1			(9)	39%	(8)	(1)				2	29%
Female	(1)	13	52%	13					(14)	61%	(13)	(1)				5	71%
Other/Unknown			0%							0%							0%
Total Min	1	21	84%	20			1		(20)	87%	(19)	(1)				5	71%
Asian	(1)	4	16%	4					(5)	22%	(5)						0%
Black	(3)	12	48%	11			1		(15)	65%	(14)	(1)				5	71%
Hispanic	2	2	8%	2						0%							0%
Other Minority	3	3	12%	3						0%							0%
Italian-American			0%						(3)	13%	(2)					2	29%
White (Not Ital)	1	4	16%	4					(3)	13%	(2)	(1)				2	29%
All White	1	4	16%	4													29%
Unknown			0%							0%							0%
Veterans			0%							0%						3	14%
Individuals w/Disabilities			0%							0%							0%

NET ADDITIONS — Joined Group - HIRE / Joined Group-INTERNAL MOVE
NET SUBTRACTIONS — Left Group - SEPARATION / Left Group-INTERNAL MOVE
TITLE CHANGES WITHIN GROUP

	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	16		16					(15)		(13)	(2)				5	
Male	1	8	50%	8					(7)	47%	(6)	(1)				2	40%
Female		8	50%	8					(8)	53%	(7)	(1)				3	60%
Other/Unknown			0%							0%							0%
Total Min	1	13	81%	13					(12)	80%	(11)	(1)				3	60%
Asian	(1)	4	25%	4					(5)	33%	(5)						0%
Black	(2)	5	31%	5					(7)	47%	(6)	(1)				3	60%
Hispanic	2	2	13%	2						0%							0%
Other Minority	2	2	13%	2						0%							0%
Italian-American			0%							0%							0%
White (Not Ital)		3	19%	3					(3)	20%	(2)	(1)				2	40%
All White		3	19%	3					(3)	20%	(2)	(1)				2	40%
Unknown			0%							0%							0%
Veterans			0%							0%						1	20%
Individuals w/Disabilities			0%							0%							0%

	Net Group Changes	NET ADDITIONS / Joined Group - HIRE			Joined Group-INTERNAL MOVE				NET SUBTRACTIONS / Left Group - SEPARATION			Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	2	8		7	-		1		(6)	100%	(6)					2	
Male	2	4	50%	3	-		1		(2)	33%	(2)					2	100%
Female	-	4	50%	4	-		-		(4)	67%	(4)					-	0%
Other/Unknown	-	-	0%	-	-		-		-	0%	-					-	0%
Total Min	1	7	88%	6	-		1		(6)	100%	(6)					2	100%
Asian	1	-	0%	-			-		-	0%	-					-	0%
Black	1	7	88%	6			1		(6)	100%	(6)					-	0%
Hispanic	-	-	0%	-			-		-	0%	-					-	0%
Other Minority	-	-	0%	-			-		-	0%	-					-	0%
Italian-American	-	-	0%	-			-		-	0%	-					-	0%
White (Not Ital)	1	1	13%	1			-		-	0%	-					2	100%
All White	1	1	13%	1			-		-	0%	-					-	0%
Unknown	-	-	0%	-			-		-	0%	-					-	0%
Veterans	-	-	0%	-			-		-	0%	-					-	0%
Individuals w/Disabilities	-	-	0%	-			-		-	0%	-					-	0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	1	0%	1					(2)	0%	(2)						0%
Male			0%						(2)	100%	(2)						0%
Female	(1)	1	100%	1						100%							0%
Other/Unknown			0%							0%							0%
Total Min	(1)	1	100%	1					(2)	100%	(2)						0%
Asian			0%							0%							0%
Black	(2)		0%						(2)	100%	(2)						0%
Hispanic			0%							0%							0%
Other Minority	1	1	100%	1						0%							0%
Italian-American			0%							0%							0%
White (Not Hol)			0%							0%							0%
All White			0%							0%							0%
Unknown			0%							0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

	Net Group Changes	NET ADDITIONS — Joined Group - Hire						NET SUBTRACTIONS — Left Group - Separation							TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	19	27		21	1	5			(8)	100%	(5)	(3)				3	
Male	12	13	48%	12	1	-			(1)	13%	(1)					2	67%
Female	7	14	52%	9	-	5			(7)	88%	(4)	(3)				1	33%
Other/Unknown	-	-	0%						-	0%						-	0%
Total Min	15	23	85%	17	1	5			(8)	100%	(5)	(3)				3	100%
Asian	2	2	7%	1	-	-			-	0%						-	0%
Black	10	16	59%	11	1	5			(6)	75%	(5)	(1)				2	67%
Hispanic	3	4	15%	4	-	-			(1)	13%	(1)					-	0%
Other Minority	-	1	4%	1	-	-			(1)	13%	(1)					1	33%
Italian-American	-	-	0%						-	0%						-	0%
White (Not Ital)	4	4	15%	4	-				-	0%						-	0%
All White	4	4	15%	4					-	0%						-	0%
Unknown	-	-	0%						-	0%						-	0%
Veterans	-	-	0%						-	0%						-	0%
Individuals w/Disabilities	-	-	0%						-	0%						-	0%

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Joined Group - HIRE: Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE: Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub #	Sub %	Left Group - SEPARATION: Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE: Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP: Title Change Within Group	Title Change %
Total	12	20		18	-	2	-	-	(8)	100%	(5)	(3)	-	-	-	3	
Male	8	9	45%	9	-	-	-	-	(1)	13%	(1)	-	-	-	-	2	67%
Female	4	11	55%	9	-	2	-	-	(7)	88%	(4)	(3)	-	-	-	1	33%
Other/Unknown	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-		0%
Total Min	10	18	90%	16	-	2	-	-	(8)	100%	(5)	(3)	-	-	-	3	100%
Asian	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-		0%
Black	7	13	65%	11	-	-	-	-	(6)	75%	(5)	(1)	-	-	-	2	67%
Hispanic	3	4	20%	4	-	-	-	-	(1)	13%	-	(1)	-	-	-	-	0%
Other Minority	-	1	5%	1	-	-	-	-	(1)	13%	-	(1)	-	-	-	1	33%
Italian-American	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-		0%
White (Not Ital)	2	2	10%	2	-	-	-	-	-	0%	-	-	-	-	-		0%
All White	2	2	10%	2	-	-	-	-	-	0%	-	-	-	-	-		0%
Unknown	2	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-		0%
Veterans	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-		0%
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	0%	-	-	-	-	-		0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	7	7		3	1	3											
Male	4	4	57%	3	1												0%
Female	3	3	43%			3											0%
Other/Unknown	-	-	0%														0%
Total Men	5	5	71%	1	1	3											0%
Asian	2	2	29%	1	1					0%							0%
Black	3	3	43%			3				0%							0%
Hispanic	-	-	0%							0%							0%
Other Minority	-	-	0%							0%							0%
Italian-American	-	-	0%							0%							0%
White (Not Ital)	2	2	29%	2						0%							0%
All White	2	2	29%	2						0%							0%
Unknown	-	-	0%							0%							0%
Veterans	-	-	0%							0%							0%
Individuals w/Disabilities	-	-	0%							0%							0%

Category Summary
Administrative Support Workers

	Net Group Changes	NET ADDITIONS Addition #	NET ADDITIONS Additions %	Joined Group - HIRE: Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE: Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub #	Sub %	Left Group - SEPARATION: Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE: Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP: Title Change Within Group	Title Change %
Total	(5)	3		3	-	-		-	(8)		(3)	(5)					
Male	(5)	3	0%							0%							0%
Female	(5)	3	100%	3						100%							0%
Other/Unknown	-		0%						(8)	100%	(3)	(5)					0%
Total Min	(5)	3	100%	3	-			-	(8)	100%	(3)	(5)					0%
Asian	1	3	33%	1					(8)	100%							0%
Black	(7)	1	33%	1						100%	(3)	(5)			-		0%
Hispanic	1	1	33%	1						0%							0%
Other Minority	-		0%	-						0%							0%
Italian-American			0%							0%							0%
White (Not Ital)			0%							0%							0%
All White			0%							0%							0%
Unknown			0%							0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

Job Group Summary
CUNY Office Assistant

Job Group – HIRE — Joined Group-INTERNAL MOVE

Left Group – SEPARATION — Left Group-INTERNAL MOVE

TITLE CHANGES WITHIN GROUP

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(5)	3		3					(8)		(3)	(5)					
Male	(5)	-	0%	3					(8)	0%	(3)	(5)					0%
Female	(5)	3	100%	3					(8)	100%	(3)						0%
Other/Unknown			0%							0%							0%
Total Min	(5)	3	100%	3					(8)	100%	(3)	(5)					0%
Asian	1	1	33%	1						0%							0%
Black	(7)	1	33%	1					(8)	100%	(3)	(5)					0%
Hispanic	1	1	33%	1						0%							0%
Other Minority	1		0%							0%							0%
Italian-American			0%							0%							0%
White (Not Ital)			0%							0%							0%
All White			0%							0%							0%
Unknown			0%							0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

Personnel Action Summary

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Joined Group - HIRE — Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE — Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub #	Sub %	Left Group - SEPARATION — Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE — Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP — Title Change Within Group	Title Change %
Total	1	7		6	1				(6)		(5)		(1)				0%
Male	1	7	100%	6	1				(6)	100%	(5)		(1)				0%
Female	.	.	0%	.	.				.	0%	.		.				0%
Other/Unknown	.	.	0%	.	.				.	0%	.		.				0%
Total Min	.	4	57%	3	1				(4)	67%	(3)		(1)				0%
Asian	2	2	29%	2					.	0%	.						0%
Black	(1)	2	29%	1	1				(3)	50%	(2)		(1)				0%
Hispanic	(1)	.	0%	.					(1)	17%	(1)						0%
Other Minority	.	.	0%	.					.	0%	.						0%
Italian-American	(1)	.	0%	.					(1)	17%	(1)						0%
White (Not Ital)	1	2	29%	2					(1)	17%	(1)						0%
All White	.	2	29%	2					(2)	33%	(2)						0%
Unknown	1	1	14%	1					.	0%	.						0%
Veterans	.	.	0%	.					.	0%	.						0%
Individuals w/Disabilities	.	.	0%	.					.	0%	.						0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	2			1	1				0%							0%
Male	1	1	100%			1				0%							0%
Female		1	0%							0%							0%
Other/Unknown			0%							0%							0%
Total Min	1	1	100%			1				0%							0%
Asian			0%							0%							0%
Black	1	1	100%			1				0%							0%
Hispanic			0%							0%							0%
Other Minority			0%							0%							0%
Indian-American			0%							0%							0%
White (Not Ital)			0%							0%							0%
All White			0%							0%							0%
Unknown			0%							0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

Job Group Summary
Skilled Trades

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Joined Group - HIRE Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE Move from a Higher Group	Move from a Lower Group	Other Change of Group from Other Title	Return to Faculty	NET SUBTRACTIONS Sub #	Sub %	Left Group - SEPARATION Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP Title Change Within Group	Title Change %
Total	1	6		6					(5)		(4)						
Male	1	6	100%	6					(5)	100%	(4)		(1)				0%
Female			0%							0%							0%
Other/Unknown			0%							0%							0%
Total Min	(1)	3	50%	3					(4)	80%	(3)		(1)				0%
Asian	2	2	33%	2						0%							0%
Black	(2)	1	17%	1					(3)	60%	(2)		(1)				0%
Hispanic	(1)		0%						(1)	20%	(1)						0%
Other Minority			0%							0%							0%
Native-American	(1)		0%						(1)	20%	(1)		(1)				0%
White (Not Ital)	2	2	33%	2					(1)	20%							0%
All White	1	2	33%	2						20%	(1)						0%
Unknown	1	1	17%	1					(1)	20%	(1)						0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

	NET ADDITIONS			Joined Group - HIRE		Joined Group - INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group - INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title		Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)									(1)		(1)						0%
Male	(1)		0%							(1)	100%	(1)						0%
Female			0%															0%
Other/Unknown			0%															0%
Total Min			0%								0%							0%
Asian			0%								0%							0%
Black			0%								0%							0%
Hispanic			0%								0%							0%
Other Minority			0%								0%							0%
Native-American			0%								0%							0%
White (Not Hisp)	(1)		0%							(1)	100%	(1)						0%
All White	(1)		0%							(1)	100%	(1)						0%
Unknown	(1)		0%								0%							0%
Veterans			0%								0%							0%
Individuals w/Disabilities			0%								0%							0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	2	2		2													0%
Male	2	2	100%	2						0%							0%
Female			0%							0%							0%
Other/Unknown			0%							0%							0%
Total Min	1	1	50%	1						0%							0%
Asian			0%							0%							0%
Black	1		50%	1						0%							0%
Hispanic			0%							0%							0%
Other Minority			0%							0%							0%
Italian-American		1	0%							0%							0%
White (Not Ital)	1	1	50%	1						0%							0%
All White	1	1	50%	1						0%							0%
Unknown	1	1	0%							0%							0%
Veterans			0%							0%							0%
Individuals w/Disabilities			0%							0%							0%

Job Group Summary
Administration 4 (College Lab Tech)

	Net Group Changes	NET ADDITIONS — Joined Group - HIRE			Joined Group-INTERNAL MOVE				NET SUBTRACTIONS — Left Group - SEPARATION			Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	2	2		2													0%
Male	2	2	100%	2						0%							0%
Female			0%							0%							0%
Other/Unknown	-	-	0%							0%							0%
Total Min	1	1	50%	1						0%							0%
Other Minority	-		0%							0%							0%
Hispanic	-		0%							0%							0%
Black	1	1	50%	1						0%							0%
Asian	1	1	50%							0%							0%
Italian-American	-		0%							0%							0%
White (Not Ital)	1	1	50%	1						0%							0%
All White	1	1	50%	1						0%							0%
Unknown	-		0%							0%							0%
Veterans	-		0%							0%							0%
Individuals w/Disabilities	-		0%							0%							0%

Category Summary
Service Workers and Others

	Net Group Changes	NET ADDITIONS Addition #	Additions %	Joined Group-Hire: Hire (Outside CUNY and Other CUNY College)	Joined Group-INTERNAL MOVE: Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub #	Sub %	Left Group-SEPARATION: Separation (Left College or Left CUNY)	Left Group-INTERNAL MOVE: Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP: Title Change Within Group	Title Change %
Total	7	16		16					(9)		(9)					1	100%
Male	(1)	7	44%	7					(8)	89%	(8)						0%
Female	8	9	56%	9					(1)	11%	(1)						0%
Other/Unknown	-	-	0%	-					-	0%							0%
Total Min	7	15	94%	15					(8)	89%	(8)						0%
Asian	1	1	6%	1					-	0%							0%
Black	6	12	75%	12					(6)	67%	(6)						0%
Hispanic	1	2	13%	2					(1)	11%	(1)						0%
Other Minority	(1)	-	0%						(1)	11%	(1)						0%
Italian-American	-	1	0%	1					-	0%						1	100%
White (Not Ital)	-	1	6%	1					(1)	11%	(1)					1	100%
All White	-	1	6%	1					(1)	11%	(1)						100%
Unknown	-	-	0%						-	0%							0%
Veterans	-	-	0%						(1)	11%	(1)						0%
Individuals w/Disabilities	(1)	-	0%						(1)	0%							0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	(1)	-	0%	-	-				(1)	100%	(1)	-				-	0%
Male	(1)	-	0%	-	-				(1)	100%	(1)	-				-	0%
Female	-	-	0%	-	-				-	0%	-	-				-	0%
Other/Unknown	-	-	0%	-	-				-	0%	-	-				-	0%
Total Min	[1]	-	0%	-	-				(1)	100%	(1)	-				-	0%
Asian		-	0%	-	-				-	0%	-	-				-	0%
Black	[1]	-	0%	-	-				(1)	100%	(1)	-				-	0%
Hispanic		-	0%	-	-				-	0%	-	-				-	0%
Other Minority	-	-	0%	-	-				-	0%	-	-				-	0%
Italian-American	-	-	0%	-	-				-	0%	-	-				-	0%
White (Not Ital)	-	-	0%	-	-				-	0%	-	-				-	0%
All White		-	0%	-	-				-	0%	-	-				-	0%
Unknown		-	0%	-	-				-	0%	-	-				-	0%
Veterans	-	-	0%	-	-				-	0%	-	-				-	0%
Individuals w/Disabilities	-	-	0%	-	-				-	0%	-	-				-	0%

	Net Group Changes	NET ADDITIONS		Joined Group - HIRE	Joined Group-INTERNAL MOVE				NET SUBTRACTIONS		Left Group - SEPARATION	Left Group-INTERNAL MOVE				TITLE CHANGES WITHIN GROUP	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	Sub. #	Sub %	Separation (Left College or Left CUNY)	Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	Title Change Within Group	Title Change %
Total	1	5		5					(4)		(4)	-				-	0%
Male	1	4	80%	4	-				(4)	100%	(4)	-					0%
Female	1	1	20%	1						0%							0%
Other/Unknown			0%							0%							0%
Total Min	2	5	100%	5					(3)	75%	(3)	-					0%
Asian			0%							0%							0%
Black	1	3	60%	3					(2)	50%	(2)						0%
Hispanic	1	2	40%	2					(1)	25%	(1)						0%
Other Minority			0%							0%							0%
Italian-American			0%							0%		-					0%
White (Not Ital)	(1)		0%						(1)	25%	(1)						0%
All White	(1)		0%						(1)	25%	(1)						0%
Unknown			0%							0%							0%
Veterans	(1)		0%						(1)	25%	(1)						0%
Individuals w/Disabilities			0%							0%							0%

Job Group Summary
Campus Peace Officer-Level 1

	Net Group Changes	NET ADDITIONS Addition #	Additions %	HIRE Hire (Outside CUNY and Other CUNY College)	INTERNAL MOVE Move from a Higher Group	Move from a Lower Group	Other Change of Group	Return to Faculty from Other Title	NET SUBTRACTIONS Sub. #	Sub %	SEPARATION Separation (Left College or Left CUNY)	INTERNAL MOVE Move to Higher Group	Move to Lower Group	Other Change of Group	Return to Faculty Title	TITLE CHANGES WITHIN GROUP Title Change Within Group	Title Change %
Total	7	11		11	·	·	·	·	(4)		(4)	·	·	·	·	1	100%
Male	·	3	27%	3	·	·	·	·	(3)	75%	(3)	·	·	·	·		0%
Female	7	8	73%	8	·	·	·	·	(1)	25%	(1)	·	·	·	·		0%
Other/Unknown	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·		0%
Total Min	6	10	91%	10	·	·	·	·	(4)	100%	(4)	·	·	·	·		0%
Asian	1	1	9%	1	·	·	·	·	·	0%	·	·	·	·	·		0%
Black	6	9	82%	9	·	·	·	·	(3)	75%	(3)	·	·	·	·		0%
Hispanic	·	·	0%	·	·	·	·	·	(1)	0%	(1)	·	·	·	·		0%
Other Minority	(1)	·	0%	·	·	·	·	·	(1)	25%	·	·	·	·	·		0%
Italian-American	-	-	0%	·	·	·	·	·	·	0%	·	·	·	·	·		0%
White (Not Ital)	1	1	9%	1	·	·	·	·	·	0%	·	·	·	·	·	1	100%
All White	1	1	9%	1	·	·	·	·	·	0%	·	·	·	·	·	1	100%
Unknown	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·		0%
Veterans	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·		0%
Individuals w/Disabilities	·	·	0%	·	·	·	·	·	·	0%	·	·	·	·	·		0%

Group	Group Name
ACCT-PRFL	Accountant
ACCT-TECH	Accountant Assistant
ADMIN1-CORP-INIT	Administration 1 (Chief Executive)
ADMIN1-EXEC	Administration 1 (Executive)
ADMIN2	Administration 2 (Managers)
ADMIN3	Administration 3 (Professional)
ADMIN4	Administration 4 (College Lab Tech)
ADMIN5	Administration 5 (Engineer-Architect)
BDCAST-TECH	Broadcast/Media
CAA	CUNY Admin Assistant
COA	CUNY Office Assistant
CPO-1	Campus Peace Officer-Level 1
CPO-2	Campus Peace Officer-Level 2
CPSS	Campus Peace Officer-Sergeant
CRAFT-B&G	Basic Crafts-Buildings and Grounds
CUST	Custodial
CUST-SUPV	Custodial Supervisor
DISAB-PRFL	Disability Accomm. Specl
ENG-TECH	Engineering Technician
FAC-DEV	Faculty-Developmental
FAC-INST	Faculty-Instructor
FAC-K-12	Faculty-K-12 (Non-Collegiate)
FAC-LECT	Faculty-Lecturer
FAC-PROF	Faculty-Professorial
FAC-PROF-GRAD	Professorial Faculty (Graduate Center)
FCLY-MGR	Facility Manager
IT-MGR	IT Manager
IT-PRFL	IT Computer Professional
IT-TECH	IT Support Technician
LABOR-HLPR	Laborers and Helpers
MMSW	Mail Services Worker
NA	Not Applicable
NURSE-PRFL	Nurse
PRINT-TECH	Print Shop
SEC-MGR	Security Manager
SKLTRD	Skilled Trades
SKLTRD-SUPV	Skilled Trades-Supervisor

Action	Type
Joined Group-From Higher Group	Joined Group
Joined Group-From Lower Group	Joined Group

Joined Group-Hire from Other College	Joined Group
Joined Group-Other Reason	Joined Group
Joined Group-Outside Hire	Joined Group
Joined Group-Returned to Faculty	Joined Group
Move to Chief Executive Role	Left Group
Move to Higher Group	Left Group
Move to Higher Group (CHECK)	Left Group
Move to Lower Group	Left Group
Other Change of Group	Left Group
Return to Faculty Title	Left Group
Separation for Other CUNY College	Left Group
Separation-Left CUNY	Left Group
Title Change Within Group	Change Within Group

G. SUMMARY OF RECRUITMENT ACTIVITY

APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

Medgar Evers College

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2017 through May 31, 2018).

All Searches

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	9,287	8,148		106		68		68	
Male	3,528	3,190	39%	49	46%	26	38%	26	38%
Female	4,968	4,243	52%	52	49%	40	59%	40	59%
Other	790	714	9%	5	5%	2	3%	2	3%
Total Min	6,909	6,006	74%	91	86%	63	93%	63	93%
Asian	943	830	10%	6	6%	3	4%	3	4%
Black	4,087	3,544	43%	63	59%	48	71%	48	71%
Hispanic	1,594	1,384	17%	19	18%	8	12%	8	12%
Two or More	251	218	3%	3	3%	2	3%	2	3%
Italian-American	192	179	2%	1	1%	1	1%	1	1%
White (Not Ital)	1,711	1,544	19%	9	8%	4	6%	4	6%
Unknown	475	419	5%	5	5%	-	0%	-	0%
Veterans	138	130	2%	-	0%	-	0%	-	0%
Indiv. w Disabilities	359	319	4%	1	1%	-	0%	-	0%

Category Summary

Executive-Administrative-Managerial

Executive/Administrative/Managerial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	2,165	1,824		36		20		20	
Male	888	771	42%	14	39%	6	30%	6	30%
Female	1,106	914	50%	20	56%	14	70%	14	70%
Other	170	138	8%	2	6%	-	0%	-	0%
Total Min	1,520	1,270	70%	30	83%	18	90%	18	90%
Asian	163	134	7%	3	8%	1	5%	1	5%
Black	950	793	43%	18	50%	15	75%	15	75%
Hispanic/Latino	329	279	15%	8	22%	2	10%	2	10%
Two or More	74	60	3%	1	3%	-	0%	-	0%
Italian American	65	60	3%	-	0%	-	0%	-	0%
White (Not Ital)	470	404	22%	4	11%	2	10%	2	10%
Unknown	110	90	5%	2	6%	-	0%	-	0%

Job Group Summary

Administration 1 (Executive)

ADMIN1-EXEC

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	549	549		4		4		4	
Male	315	315	57%	2	50%	2	50%	2	50%
Female	166	166	30%	2	50%	2	50%	2	50%
Other	68	68	12%	-	0%	-	0%	-	0%
Total Min	311	311	57%	4	100%	4	100%	4	100%
Asian	48	48	9%	1	25%	1	25%	1	25%
Black	165	165	30%	3	75%	3	75%	3	75%
Hispanic/Latino	77	77	14%	-	0%	-	0%	-	0%
Two or More	19	19	3%	-	0%	-	0%	-	0%
Italian American	24	24	4%	-	0%	-	0%	-	0%
White (Not Ital)	196	196	36%	-	0%	-	0%	-	0%
								-	
Unknown	18	18	3%	-	0%	-	0%	-	0%

Job Group Summary

Administration 2 (Managers)

ADMIN2

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	1,616	1,275		32		16		16	
Male	573	456	36%	12	38%	4	25%	4	25%
Female	940	748	59%	18	56%	12	75%	12	75%
Other	102	70	5%	2	6%	-	0%	-	0%
Total Min	1,209	959	75%	26	81%	14	88%	14	88%
Asian	115	86	7%	2	6%	-	0%	-	0%
Black	785	628	49%	15	47%	12	75%	12	75%
Hispanic/Latino	252	202	16%	8	25%	2	13%	2	13%
Two or More	55	41	3%	1	3%	-	0%	-	0%
Italian American	41	36	3%	-	0%	-	0%	-	0%
White (Not Ital)	274	208	16%	4	13%	2	13%	2	13%
Unknown	92	72	6%	2	6%	-	0%	-	0%

Category Summary

Professional Faculty

Professional Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	1,016	1,016		12		12		12	
Male	447	447	44%	6	50%	6	50%	6	50%
Female	443	443	44%	5	42%	5	42%	5	42%
Other	126	126	12%	1	8%	1	8%	1	8%
Total Min	510	510	50%	10	83%	10	83%	10	83%
Asian	153	153	15%	1	8%	1	8%	1	8%
Black	232	232	23%	6	50%	6	50%	6	50%
Hispanic/Latino	98	98	10%	1	8%	1	8%	1	8%
Two or More	25	25	2%	2	17%	2	17%	2	17%
Italian American	33	33	3%	-	0%	-	0%	-	0%
White (Not Ital)	408	408	40%	2	17%	2	17%	2	17%
Unknown	65	65	6%	-	0%	-	0%	-	0%

Job Group Summary

Faculty-Professorial

FAC-PROF

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	958	958		11		11		11	
Male	409	409	43%	6	55%	6	55%	6	55%
Female	427	427	45%	4	36%	4	36%	4	36%
Other	122	122	13%	1	9%	1	9%	1	9%
Total Min	480	480	50%	9	82%	9	82%	9	82%
Asian	146	146	15%	1	9%	1	9%	1	9%
Black	215	215	22%	5	45%	5	45%	5	45%
Hispanic/Latino	93	93	10%	1	9%	1	9%	1	9%
Two or More	24	24	3%	2	18%	2	18%	2	18%
Italian American	30	30	3%	-	0%	-	0%	-	0%
White (Not Ital)	385	385	40%	2	18%	2	18%	2	18%
								-	
Unknown	63	63	7%	-	0%	-	0%	-	0%

Job Group Summary

Faculty-Lecturer

FAC-LECT

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	58	58		1		1		1	
Male	38	38	66%	-	0%	-	0%	-	0%
Female	16	16	28%	1	100%	1	100%	1	100%
Other	4	4	7%	-	0%	-	0%	-	0%
Total Min	30	30	52%	1	100%	1	100%	1	100%
Asian	7	7	12%	-	0%	-	0%	-	0%
Black	17	17	29%	1	100%	1	100%	1	100%
Hispanic/Latino	5	5	9%	-	0%	-	0%	-	0%
Two or More	1	1	2%	-	0%	-	0%	-	0%
Italian American	3	3	5%	-	0%	-	0%	-	0%
White (Not Ital)	23	23	40%	-	0%	-	0%	-	0%
								-	
Unknown	2	2	3%	-	0%	-	0%	-	0%

Category Summary

Professional Non-Faculty

Professional Non-Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	5,495	4,697		47		32		32	
Male	1,747	1,526	32%	21	45%	11	34%	11	34%
Female	3,347	2,814	60%	26	55%	21	66%	21	66%
Other	401	357	8%	-	0%	-	0%	-	0%
Total Min	4,381	3,728	79%	42	89%	29	91%	29	91%
Asian	601	517	11%	2	4%	1	3%	1	3%
Black	2,620	2,234	48%	34	72%	24	75%	24	75%
Hispanic/Latino	1,008	848	18%	6	13%	4	13%	4	13%
Two or More	129	110	2%	-	0%	-	0%	-	0%
Italian American	87	79	2%	1	2%	1	3%	1	3%
White (Not Ital)	758	657	14%	1	2%	-	0%	-	0%
Unknown	269	233	5%	3	6%	2	6%	2	6%

Job Group Summary

Administration 3 (Professional)

ADMIN3

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	5,103	4,305		39		31		31	
Male	1,477	1,256	29%	15	38%	10	32%	10	32%
Female	3,274	2,741	64%	24	62%	21	68%	21	68%
Other	352	308	7%	-	0%	-	0%	-	0%
Total Min	4,065	3,412	79%	36	92%	29	94%	29	94%
Asian	505	421	10%	2	5%	1	3%	1	3%
Black	2,497	2,111	49%	29	74%	24	77%	24	77%
Hispanic/Latino	921	761	18%	5	13%	4	13%	4	13%
Two or More	121	102	2%	-	0%	-	0%	-	0%
Italian American	82	74	2%	1	3%	1	3%	1	3%
White (Not Ital)	704	603	14%	1	3%	-	0%	-	0%
Unknown	252	216	5%	1	3%	1	3%	1	3%

Job Group Summary

IT Computer Professional

IT-PRFL

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	392	392		8		1		1	
Male	270	270	69%	6	75%	1	100%	1	100%
Female	73	73	19%	2	25%	-	0%	-	0%
Other	49	49	13%	-	0%	-	0%	-	0%
Total Min	316	316	81%	6	75%	-	0%	-	0%
Asian	96	96	24%	-	0%	-	0%	-	0%
Black	123	123	31%	5	63%	-	0%	-	0%
Hispanic/Latino	87	87	22%	1	13%	-	0%	-	0%
Two or More	8	8	2%	-	0%	-	0%	-	0%
Italian American	5	5	1%	-	0%	-	0%	-	0%
White (Not Ital)	54	54	14%	-	0%	-	0%	-	0%
									-	
Unknown	17	17	4%	2	25%	1	100%	1	100%

Category Summary

Craft Workers

Craft Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	42	42		5		1		1	
Male	33	33	79%	4	80%	1	100%	1	100%
Female	2	2	5%	-	0%	-	0%	-	0%
Other	7	7	17%	1	20%	-	0%	-	0%
Total Min	20	20	48%	3	60%	1	100%	1	100%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	7	7	17%	1	20%	1	100%	1	100%
Hispanic/Latino	11	11	26%	2	40%	-	0%	-	0%
Two or More	2	2	5%	-	0%	-	0%	-	0%
Italian American	1	1	2%	-	0%	-	0%	-	0%
White (Not Ital)	19	19	45%	2	40%	-	0%	-	0%
									-	
Unknown	2	2	5%	-	0%	-	0%	-	0%

Job Group Summary

Skilled Trades-Supervisor

SKLTRD-SUPV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	42	42		5		1		1	
Male	33	33	79%	4	80%	1	100%	1	100%
Female	2	2	5%	-	0%	-	0%	-	0%
Other	7	7	17%	1	20%	-	0%	-	0%
Total Min	20	20	48%	3	60%	1	100%	1	100%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	7	7	17%	1	20%	1	100%	1	100%
Hispanic/Latino	11	11	26%	2	40%	-	0%	-	0%
Two or More	2	2	5%	-	0%	-	0%	-	0%
Italian American	1	1	2%	-	0%	-	0%	-	0%
White (Not Ital)	19	19	45%	2	40%	-	0%	-	0%
Unknown	2	2	5%	-	0%	-	0%	-	0%

Category Summary

Technicians

Technicians

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	123	123		1		1		1	
Male	96	96	78%	1	100%	1	100%	1	100%
Female	20	20	16%	-	0%	-	0%	-	0%
Other	7	7	6%	-	0%	-	0%	-	0%
Total Min	94	94	76%	1	100%	1	100%	1	100%
Asian	20	20	16%	-	0%	-	0%	-	0%
Black	41	41	33%	1	100%	1	100%	1	100%
Hispanic/Latino	29	29	24%	-	0%	-	0%	-	0%
Two or More	4	4	3%	-	0%	-	0%	-	0%
Italian American	1	1	1%	-	0%	-	0%	-	0%
White (Not Ital)	25	25	20%	-	0%	-	0%	-	0%
Unknown	3	3	2%	-	0%	-	0%	-	0%

Job Group Summary
IT Support Technician
IT-TECH

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	123	123		1		1		1	
Male	96	96	78%	1	100%	1	100%	1	100%
Female	20	20	16%	-	0%	-	0%	-	0%
Other	7	7	6%	-	0%	-	0%	-	0%
Total Min	94	94	76%	1	100%	1	100%	1	100%
Asian	20	20	16%	-	0%	-	0%	-	0%
Black	41	41	33%	1	100%	1	100%	1	100%
Hispanic/Latino	29	29	24%	-	0%	-	0%	-	0%
Two or More	4	4	3%	-	0%	-	0%	-	0%
Italian American	1	1	1%	-	0%	-	0%	-	0%
White (Not Ital)	25	25	20%	-	0%	-	0%	-	0%
								-	
Unknown	3	3	2%	-	0%	-	0%	-	0%

Category Summary

Service Workers and Others

Service Workers and Others

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	446	446		5		2		2	
Male	317	317	71%	3	60%	1	50%	1	50%
Female	50	50	11%	1	20%	-	0%	-	0%
Other	79	79	18%	1	20%	1	50%	1	50%
Total Min	384	384	86%	5	100%	2	100%	2	100%
Asian	6	6	1%	-	0%	-	0%	-	0%
Black	237	237	53%	3	60%	1	50%	1	50%
Hispanic/Latino	119	119	27%	2	40%	1	50%	1	50%
Two or More	17	17	4%	-	0%	-	0%	-	0%
Italian American	5	5	1%	-	0%	-	0%	-	0%
White (Not Ital)	31	31	7%	-	0%	-	0%	-	0%
Unknown	26	26	6%	-	0%	-	0%	-	0%

Job Group Summary

Custodial

CUST

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	324	324		4		1		1	
Male	226	226	70%	2	50%	-	0%	-	0%
Female	38	38	12%	1	25%	-	0%	-	0%
Other	60	60	19%	1	25%	1	100%	1	100%
Total Min	280	280	86%	4	100%	1	100%	1	100%
Asian	6	6	2%	-	0%	-	0%	-	0%
Black	184	184	57%	2	50%	-	0%	-	0%
Hispanic/Latino	78	78	24%	2	50%	1	100%	1	100%
Two or More	10	10	3%	-	0%	-	0%	-	0%
Italian American	2	2	1%	-	0%	-	0%	-	0%
White (Not Ital)	20	20	6%	-	0%	-	0%	-	0%
Unknown	22	22	7%	-	0%	-	0%	-	0%

Job Group Summary

Custodial Supervisor

CUST-SUPV

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	122	122		1		1		1	
Male	91	91	75%	1	100%	1	100%	1	100%
Female	12	12	10%	-	0%	-	0%	-	0%
Other	19	19	16%	-	0%	-	0%	-	0%
Total Min	104	104	85%	1	100%	1	100%	1	100%
Asian	-	-	0%	-	0%	-	0%	-	0%
Black	53	53	43%	1	100%	1	100%	1	100%
Hispanic/Latino	41	41	34%	-	0%	-	0%	-	0%
Two or More	7	7	6%	-	0%	-	0%	-	0%
Italian American	3	3	2%	-	0%	-	0%	-	0%
White (Not Ital)	11	11	9%	-	0%	-	0%	-	0%
								-	
Unknown	4	4	3%	-	0%	-	0%	-	0%

H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Medgar Evers College

Appendix H presents utilization of Individuals with Disabilities ("IWD") by Job Group.

The federal benchmark for Individuals with Disabilities is 7.0% for each Job Group. However, there is no requirement to set placement goals.

Total Individual(s) with Disabilities: 5   Percent of total reported employees: 0.8%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	19	0	0.0%
Administration 2 (Manager)	74	1	1.4%
Facility Manager	3	0	0.0%
IT Computer Manager	1	0	0.0%
Security Manager	2	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	136	2	1.5%
Faculty-Instructor	1	0	0.0%
Faculty-Developmental	5	0	0.0%
Faculty-Lecturer	40	0	0.0%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	4	0	0.0%
Administration 3 (Professional)	118	1	0.8%
Administration 5 (Engineer-Architect)	1	0	0.0%
IT Computer Professional	16	0	0.0%

Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	2	0	0.0%
Administrative Assistant	5	0	0.0%
Office Assistant	26	0	0.0%
Mail Services Worker	4	0	0.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	1	0	0.0%
Laborers and Helpers	8	0	0.0%
Skilled Trades-Supervisor	2	0	0.0%
Skilled Trades	20	1	5.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	23	0	0.0%
Broadcast/Media	4	0	0.0%
IT Support Technician	6	0	0.0%
Print Shop	3	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Peace Officer-Sergeant	5	0	0.0%
Campus Peace Officer-Level 2	1	0	0.0%
Campus Peace Officer-Level 1	37	0	0.0%
Custodial Supervisor	4	0	0.0%
Custodial	35	0	0.0%