

2021-2022 AFFIRMATIVE ACTION PLANS

MEDGAR EVERS COLLEGE

Covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Protected Veterans (VEVRAA)

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PART ONE: INTRODUCTION AND BACKGROUND

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

This plan reflects requirements for implementing:

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

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

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

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

This Plan is available for public review as described on the title page.

We produce a separate Affirmative Action Plan for Italian Americans. CUNY’s Chancellor designated Italian Americans as a protected group in 1976.

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 Education, the School of Science, Health and Technology, the School of Liberal Arts, School of Professional and Community Development.

Medgar Evers College affords its students' a diversified academic experience through the educational programs offered by its schools, departments and offices. The college is proud of its strong academic programs offered through its four Schools. We provide a solid foundation of general education to prepare our students to achieve personal and academic goals, through an approach that is fundamentally qualitative and transformative with a student-centered curriculum.

Students may pursue studies in any of the Twenty (20) baccalaureate programs, Ten (10) associate degrees and one credit bearing certificate(s) in its degree granting programs, giving close attention to the articulation between its two and four-year programs.

HISTORY

Medgar Evers College has the distinction of being the youngest of the four-year senior colleges in The City University of New York. In the early 1960's, the Central Brooklyn community recognized the need and expressed a desire for a local public college. Through various community organizations including, but not limited to, the Bedford-Stuyvesant Restoration Corporation, the Central Brooklyn Coordinating Council, and the NAACP, and through their local elected officials, the residents of Central Brooklyn approached the Board of Higher Education of the City of New York with this request. Members of the various community-based organizations constituted the Bedford-Stuyvesant Coalition on Educational Needs and Services, which served as the primary vehicle for interfacing with the Board of Higher Education. After many discussions and much involvement by community residents and the Coalition, the Board of Higher Education, on November 17, 1967, "approved the sponsorship of Community College Number VII, with the indication of an intention to admit students in the Fall of 1969."

February 13, 1968, the Board of Higher Education announced that the college would be located in the Bedford-Stuyvesant area of Brooklyn. On January 27, 1969 the Board approved the establishment of an "experimental four-year college of professional studies offering both career and transfer associate degrees and the baccalaureate degree, to be located in the Bedford-Stuyvesant area of Brooklyn, said college to be established in place of a previously approved but not started new Community College VII, and further directed that the City University Master Plan be amended accordingly." This action was endorsed by action of the Regents on March 20, 1970.

The Board of Higher Education Proceedings of April 14, 1970 reflect the Board action, which modified the 1968 Master Plan to delete Community College Number Seven and listed in lieu thereof under Senior College, "College XVII, Mid-Brooklyn, Initial Facilities, Estimated Cost: \$10,000,000." The College was officially established on July 30, 1970 when Governor Nelson A.

Rockefeller signed the legislation approving the "establishment of an experimental four-year college of professional studies offering both career and transfer associate degrees and the baccalaureate degree..." Finally, on September 28, 1970 the Board of Higher Education approved the recommendation from the College's Community Council that the name of the college be Medgar Evers College, in honor of the martyred civil rights leader, Medgar Wiley Evers (1925-1963). In recognition of this, September 28th is observed as "Founders' Day" at Medgar Evers College.

On December 2, 1970, the Medgar Evers College Community Council, chaired by John Enoch, and the Board of Higher Education co-hosted an announcement ceremony at the Y.M.C.A. on 139 Monroe Street in Brooklyn. Chairman Enoch stated, "The Medgar Evers College, reflecting the image of the martyred leader who dedicated his life to the cause of individual freedom, dignity and personal fulfillment, will add another pillar of strength to the growing educational, economic, cultural and social foundations of the central Brooklyn community and New York City." Mr. Evers' widow, Mrs. Myrlie Evers, and two of the couple's three children flew in from Claremont, California for the ceremony. She was presented a scroll that cited Mr. Evers' "...effective contribution to the cause of human freedom and dignity...In choosing the name of Medgar Evers, it is our hope that his ideals will inspire students and faculty of the college in their pursuit of truth as the surest path to human freedom and social justice."

The community was then and continues to be an important force in the life of the College. The method of planning for the college and selection of its first president were unprecedented in the history of the Board of Higher Education. For the first time, representatives of the local community participated actively in the decision-making process. Seven members of the Bedford-Stuyvesant Coalition on Educational Needs and Services served on the Presidential Search Committee and the mandated Community Council was organized in the Spring of 1970 under the leadership of Mr. John Enoch, Acting Chairman. The sense of commitment and service to the community, which pervades throughout the College, may be attributed directly to the multi-faceted roles, which the Community Council and the community as-a-whole, have played in the establishment, growth and development of this institution.

MISSION

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, named after the civil rights leader, Medgar Evers, was established in 1969 with a mandate to meet the educational and social needs of Central Brooklyn. The College is committed to the fulfillment of this mandate.

In keeping with the philosophy of The City University and Medgar Evers College, we believe that education is the right of all individuals in the pursuit of self-actualization. Consequently, the College's mission is to develop and maintain high quality, professional, career oriented undergraduate degree programs in the context of liberal education. The College offers programs both at the baccalaureate and at the associate degree levels, giving close attention to the articulation between the two year and the four year programs. The College has a commitment to students who desire self-improvement, a sound education, an opportunity to develop a personal value system, and an opportunity to gain maximum benefits from life experience and from their environment.

GOAL ONE: Consistent with The City University of New York Board of Trustees' policy, the College seeks to serve the Central Brooklyn community which is comprised of students with diverse educational, socioeconomic, political, cultural and national backgrounds.

GOAL TWO: The College seeks to provide students with the essential basic and academic knowledge and skills necessary for rigorous undergraduate study, entry into graduate and professional schools, and career advancement and to incorporate the experiential resources of students into their attainment of skills and knowledge and academic excellence.

GOAL THREE: The College seeks to improve students' understanding of self, past and present societies, and future trends by providing its students with a liberal education which communicates the knowledge of tradition, the teachings of scholars, and the beauty and profundity of their cultural heritage.

GOAL FOUR: The College seeks to prepare students for leadership roles in a changing world, so that they and the College can be energizers or change agents in the community.

GOAL FIVE: The College seeks to develop non degree educational and co-curricular social, economic, and cultural programs which serve its students and a broad population of community residents.

GOAL SIX: The College seeks to fulfill its mission through active interaction with community representatives.

GOAL SEVEN: The College seeks to create a positive environment that provides opportunities for professional growth of all its employees and that permits freedom of thought and inquiry, the free exchange of ideas, and the pursuit and advancement of knowledge by faculty and students.

GOAL EIGHT: The College seeks to develop and maintain processes and procedures for coordination and oversight that ensure that standards of quality are met and that its Mission, Goals, and priorities are accomplished as effectively and efficiently as possible.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as

amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups identified in Executive Order 11246 are American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website.

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

Equal Opportunity and Non-Discrimination Policy

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

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

It is also The University’s policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Affirmative Action Policy

CUNY’s original Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

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

Sexual Misconduct Policy

CUNY's Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment and sexual violence. It outlines procedures applicable to students and employees for addressing complaints.

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

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

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

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

Other Policies

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

Management reaffirms its non-discrimination policies annually. **Appendix B** contains the most recent reaffirmation letter, issued on **(09/21/2021)**.

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

- Campus and Workplace Violence Policy
- Domestic Violence and the Workplace Policy
- Procedures for Implementing Reasonable Accommodations and Academic Adjustments

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus Office of Public Safety Chief Jerry Hoffman, Email: Lt.hoffman@mec.cuny.edu Phone Number: (718)270-6002.

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

The President, Dr. Patricia Ramsey, oversees Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies.

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

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

Chief Diversity Officer

The President has designated Shirley C. Irick, Esq. as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes policies, notices and revisions, and integrates into training programs, search committee orientations, websites, and other communications
- Evaluates Affirmative Action programs and initiatives
- Prepares and communicates Affirmative Action Plan reports

- Consults with hiring teams and managers on recruitment practices and selection overseeing recruitment plans and effective recruitment/selection strategies
- Participates in CUNY initiatives promoting diversity and inclusion.

Officials

Executives, department chairpersons, managers, and supervisors are critical partners in Equal Employment and Affirmative Action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

Committee(s) on Diversity and Inclusion

A standing committee advises the President on diversity and affirmative action, reviews the impact of policies on the governance plan, develops and implements strategic diversity plans, and promotes programs to reflect pluralistic values and goals.

The College began to put a committee together for the 2020 calendar year. However, due to COVID-19 all committee activities were placed on hold. The committee will resume activity in the near future for the 2022 calendar year.

University Management

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

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, CUNY Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and work for the remainder of the academic year. CUNY began the return to campus in late summer 2021 and has yet to complete the full return to on-campus learning. The transition and resulting shifts in priorities continue to affect the university's, as well as the college's, operations in many ways, including its diversity efforts. We have been forced to cancel or postpone a number of activities, including hiring plans, public events and some student outreach. We have limited or cancelled public events and other activities we could not conduct remotely.

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

including:

- Complaint intake and investigation
- Accommodations for Individuals with Disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement and separation practices
- Consulting to management.
- Public events and other campus activities have been limited or cancelled if they could not be conducted remotely
- Some hiring plans have been cancelled or postponed.

As of this writing, it is difficult to set placement goals or plan action-oriented programs as operational and personnel plans have not been finalized.

Further information is available on the CUNY website at: <https://www.cuny.edu/coronavirus/>

PART TWO: DATA AND ANALYSIS

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

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

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

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On June 28, 2021, we extracted data on full-time employees active as of June 1, 2021 from CUNY’s system of record, CUNYfirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY’s Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data, and stressed that providing it is voluntary.

We also invite job applicants to self-identify on the job application portal.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the federal Affirmative Action plan:

- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)
- Black/African American
- Hispanic/Latino
- White (not a protected group).

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

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

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

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

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

Of 529 employees, all employees decided to identify their chosen gender and only one (1) employee failed to properly identify as one of the recognized racial/ethnic categories. Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group. 512 employees did not identify a veteran status and 527 did not identify a disability status. Disability and veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

We compare the employee population with the Labor Market from which CUNY would reasonably recruit, train or promote, by job group. We last updated Labor Market estimates in May 2019.

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

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

For faculty discipline-based estimates, we utilized the US Department of Education's National Center for Education Statistics' Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final). We use the Classification of Instructional Programs (CIP) to identify disciplines.

WORKFORCE ANALYSIS

Workforce Analysis is a review of the representation of women and minorities by division, department and title, which allows for an evaluation of diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department. Below is a Workforce summary for the college.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

We analyze data according to groups of jobs with similar duties and qualifications. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We also combine job groups into categories based on the federal EEO-1 categories for some summary reports.

The next two pages provide a summary of staffing by job group, followed by a summary of professorial faculty by rank and tenure status.

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	17	10	58.8%	14	82.4%
Admin 2: Managerial	69	48	69.6%	64	92.8%
Managerial: Facilities	2	0	0.0%	1	50.0%
Managerial: Info Tech	1	0	0.0%	1	100.0%
Managerial: Security	1	0	0.0%	0	0.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	114	53	46.5%	95	83.3%
Faculty: Librarian	7	2	28.6%	1	14.3%
Faculty: Instructor	2	1	50.0%	2	100.0%
Faculty: Lecturer	31	13	41.9%	30	96.8%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	4	1	25.0%	3	75.0%
Admin 3: Professional	111	79	71.2%	108	97.3%
Admin 5: Engineer-Architect	1	0	0.0%	1	100.0%
Disability Accommodation Spec	1	1	100.0%	1	100.0%
Info Tech: Professional	14	5	35.7%	14	100.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Assistant	1	1	100.0%	1	100.0%
Administrative Assistant	5	5	100.0%	5	100.0%
Office Assistant	22	20	90.9%	22	100.0%
Mail Services Worker	4	0	0.0%	4	100.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	21	6	28.6%	19	90.5%
Broadcast-Media	3	0	0.0%	2	66.7%
Info Tech: Technician	4	1	25.0%	4	100.0%
Print Media Technician	3	0	0.0%	3	100.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Skilled Trades: Supervisory	2	0	0.0%	2	100.0%
Skilled Trades: Not Supervisory	13	0	0.0%	8	61.5%
Laborers and Helpers	8	1	12.5%	8	100.0%
Basic Crafts-Buildings and Grounds	1	0	0.0%	0	0.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	5	1	20.0%	5	100.0%
Campus Peace Officer	13	2	15.4%	10	76.9%
Campus Security Assistant	18	5	27.8%	18	100.0%
Custodial: Supervisory	4	0	0.0%	4	100.0%
Custodial: Assistant	27	5	18.5%	26	96.3%

Summary for Professorial Rank Faculty by Title and Tenure Status

June, 2021

Medgar Evers College

Total Professorial Faculty: 114

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

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	42	22	52.4%	37	88.1%
Substitute <6 Mo no prior svc	3	1	33.3%	3	100.0%
Substitute >=6 Mo Or Prior Ben	3	1	33.3%	3	100.0%
Tenured	7	3	42.9%	7	100.0%
Track Tenure	29	17	58.6%	24	82.8%
Assc Professor	31	14	45.2%	25	80.6%
Tenured	21	10	47.6%	16	76.2%
Track Tenure	10	4	40.0%	9	90.0%
Professor	41	17	41.5%	33	80.5%
Tenured	40	17	42.5%	32	80.0%
Track Tenure	1	0	0.0%	1	100.0%

Academic Disciplines

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

CUNY analyzes data about College Laboratory Technicians by assigning departments to either a Scientific/Engineering/Technical group or a General group.

Appendix D lists these assignments. This past year, there were no material changes to the discipline assignments.

Labor Market Availability

Labor Market Availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY last updated Labor Market Availability estimates in May 2019. **Appendix C** and **Appendix D** provide the basis for each calculation and details the factors we use. They cover the weighting of internal and external labor markets, geography, occupational qualifications, degree requirements, and academic discipline assignments.

UTILIZATION ANALYSIS

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

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

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

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

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

Small year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, results may change substantially with small staffing changes.

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

Full-Time Employees - Staff

Executive/Administrative/Managerial

Administration 1 (Executive) – remains the same with no underutilization.

Administration 2 (Manager)- underutilization stayed the same for **Asian/National Hawaiian/Other Pacific Islanders** At 5 (U) and **Hispanic/Latino** at 6 (U) from 2020-2021.

Professional Non-Faculty

Administration 3 (Professional)- underutilization stayed the same at 12 (U) for **Asian/National Hawaiian/Other Pacific Islanders** in 2020 and 2021.

IT Computer Professionals - underutilization for **Hispanic/Latinos** stayed the same at 1 (U) in 2020 and 2021.

Administrative Support Workers

Administrative Assistant -There was a decrease in underutilization from 1 (U) to 0 (U) for **Asian/National Hawaiian/Other Pacific Islanders** Underutilization was decreased from 2 (U) to 1 (U) for **Hispanic/Latino**.

Mail Service Workers - underutilization stayed the same at 2 (U) for **women** and stayed the same at 1 (U) for **Hispanic/Latino** from 2020 to 2021.

Office Assistant - underutilization stayed the same at 1 for **Asian/National Hawaiian/Other Pacific Islanders** from 2020 to 2021.

Technicians

Administration 4 (CLT/other) - underutilization stayed the same at 1 for **Hispanic/Latino** from 2020 to 2021.

Administration 4 (CLT) - underutilization decrease from 1 (U) to 0 (U) for **Asian/National Hawaiian/Other Pacific Islanders** and **Hispanic/Latino** decreased from 2 (U) to 1 (U) in 2020 and 2021.

IT Support Technician- underutilization stayed the same for **Asian/National Hawaiian/Other Pacific Islanders** and **Hispanic/ Latino** at 1 (U) in 2020 and 2021.

Craft Workers

Laborers and Helpers - underutilization stayed the same at 1 (U) for **female** and increased from 2 (U) to 3 (U) for **Hispanic/Latino** in 2020 and 2021. The increase is due to staffing changes like separations and hires.

Skilled Trades - underutilization decreased from 2 (U) in 2020 to 1 (U) in 2021 in **Hispanic/Latino**.

Service Workers and Others

Campus Peace Officer – Same as 2020, there is no underutilization.

Public Safety Sergeant – remained the same at no underutilization for 2020 to 2021. The last time this group had underutilization was in 2019.

Campus Security Assistant – remained the same at 3 (U) in **Hispanic/Latino** group from 2020-2021.

Custodial Assistant - underutilization decreased from 3 (U) in 2020 to 2 (U) in 2021 for **female**. Underutilization decreased from 2 (U) to 1 (U) for **Asian/National Hawaiian/Other Pacific Islanders** It decreased from 10 in 2020 to 9 in 2021 for **Hispanic/Latino**.

Underutilization for Faculty

Biological and Biomedical Sciences

Underutilization for **women** remained the same, 2 (U). Underutilization in for **Hispanic/Latino** also remained the same at 1 (U).

Business, Management, Marketing, Support Services

Underutilization for **women** decreased from 2 (U) in 2020 to 1 (U) in 2021. Underutilization stayed the same at 1 (U) for **Hispanic/Latino**.

Communications, Journalism, and Related

Recently added to this year's report. Has an underutilization rate of 1(U) for female.

Computer and Information Sciences and Support Services

Underutilization for **women** stayed the same at 1 (U) for 2020-2021.

Education

Underutilization for **Hispanic/Latino** stayed the same at 1 (U) for 2020-2021.

Health Professional and Related Programs

Underutilization for **Asian/National Hawaiian/Other Pacific Islanders** stayed the same at 1 (U) for 2020 -2021. Underutilization for **Hispanic/Latino** stayed the same at 1 (U) for 2020 - 2021.

Mathematics and Statistics

Underutilization for **Asian/National Hawaiian/Other Pacific Islanders** stayed the same at 1 (U) for 2020 and 2021.

Natural Resources and Conservation

Underutilization for **female** decreased from 2 (U) to 1 (U) from 2020 to 2021.

Underutilization remained the same at 1(U) for **Hispanic/Latino** in 2020 and 2021.

Psychology

Underutilization stayed the same at 1(U) for **Hispanic/Latino** in 2020 and 2021.

Public Administration

Underutilization for **women** remained the same at 2 (U) from 2020 to 2021.

Social Sciences

Underutilization for **women** in this job group increased from 1 (U) to 2 (U). This was due to two (2) decreases in staffing.

Underutilization stayed the same at 1 for **Asian/National Hawaiian/Other Pacific Islanders** in 2020 and 2021.

Faculty-Librarian

Underutilization remained the same for female 4 (U) for 2020 and 2021.

Communications, Journalism, and Related Programs

Underutilization for **women** stayed the same at 3 in 2019 and 2020. Underutilization remained the same for **Hispanic/Latino** at 1 in 2019 and 2020.

Observations for Underutilization

There was underutilization in the following groups **Women, Asian/National Hawaiian/Other Pacific Islanders** and **Hispanic/Latino**. Notably, there were 4 areas that had decreased underutilization rates, only 1 increase and the rest remained the same.

Medgar Evers College

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

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

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

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

2021: Underutilization in the 2021 - 2022 Plan (this plan).

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

Executive/Administrative/Managerial

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

2021	17				
2020	17				
2019	19		1		1

Admin 2: Managerial

2021	69		5		6
2020	72		5		6
2019	77		5		7

Professional Non-Faculty

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

2021	111		12		
2020	113		12		
2019	125		12		

Info Tech: Professional

2021	14				1
2020	14				1
2019	16				1

Administrative Support Workers

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

Administrative Assistant

2021	5				1
2020	7		1		2
2019	6				1

Mail Services Worker

2020	5	2			1
2019	5	2			1

Administrative Support Workers

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

2021	22			1		
2020	22			1		
2019	23			1		

Technicians

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
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Admin 4: College Lab Technician

College Lab Tech: Other

2021	5					1
2020	5					1

Admin 4: College Lab Technician

College Lab Tech: Science, Tech, Eng.

2021	16					1
2020	18			1		2
2019	19			1		2

Info Tech: Technician

2019	6			1		1
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Craft Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
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Laborers and Helpers

2021	8	1				3
2020	8	1				2
2019	8	1				2

Skilled Trades: Not Supervisory

2021	13					1
2020	17					2
2019	19					3

Service Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
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Campus Peace Officer

2021	13					
2020	17					
2019	16			1		

Campus Public Safety Sergeant

2021	5					
2020	5					

Service Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/AfricanAm	Hispanic/Latino
Campus Public Safety Sergeant						
2019	6					1
Campus Security Assistant						
2021	18					3
2020	21					3
2019	25					4
Custodial: Assistant						
2021	27	2		1		9
2020	30	3		2		10
2019	35	2		2		12

Medgar Evers College

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

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

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

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

2021: Underutilization in the 2021 - 2022 Plan (i.e., this plan).

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

Faculty: Professoriate

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
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Biological and Biomedical Sciences

2021	12	2			1
2020	12	2			1
2019	16	4			

Biological and Biomedical Sciences AND Physical Sciences

2020	5				
2019	5				

Business, Management, Marketing and Support

2021	12	1			1
2020	13	2			1
2019	13	2			1

Communications, Journalism, and Related

2021	6	1			
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Computer and Information Sciences and Support

2021	5	1			
2020	5	1			
2019	5	1			

Education

2021	6				1
2020	8				1
2019	8				1

English Language and Literature/Letters

2021	13				
2020	13				
2019	13				

Health Professions and Related Programs

2021	13		1		1
2020	13		1		1

Faculty: Professoriate

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Health Professions and Related Programs	2019	13			2		1
Mathematics and Statistics	2021	8			1		
	2020	8			1		
	2019	7			1		
Natural Resources and Conservation	2021	7	1				1
	2020	9	2				1
	2019	9	2				1
Psychology	2021	5					1
	2020	5					1
	2019	6					
Public Administration	2021	5	2				
	2020	5	2				
	2019	6	3				
Social Sciences	2021	10	2		1		
	2020	11	1		1		
	2019	12			1		
Social Work	2019	5					

Faculty: Librarian

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Library (Librarians/Non-Teaching)	2021	7	4				
	2020	8	4				
	2019	8	4				

Faculty: Lecturer

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Communications, Journalism, and Related	2020	5	3				1
	2019	5	3				1

Faculty: Lecturer

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Education - Developmental						
2021	6			1		
2020	6			1		
2019	5			1		
Mathematics and Statistics						
2021	6	1		1		1
2020	6	1		1		1
2019	6	1		1		1

Utilization, Underutilization, and Placement Goals

A number of concurrent factors may influence changes in underutilization and it is not always possible to pinpoint an exact cause. Employee turnover and opportunities to hire may also influence findings, especially with smaller groups. It must be noted as well that the institution is a Predominately Black Institution (PBI). It is important that its Staff and Faculty are representative of the community it serves.

Areas of Concern	Corrective Actions
Asian/National Hawaiian/Other Pacific Islanders While the underutilization rate remained the same we must work on decreasing those numbers.	<ul style="list-style-type: none">• Outreach to organizations for Asian/National Hawaiian/Other Pacific Islanders• Create a recruitment plan for 2021• Attend career fairs
Hispanic/Latino This was the only area that had an increase in underutilization.	<ul style="list-style-type: none">• Outreach to organizations for Hispanic/Latino• Create a recruitment plan for 2021• Attend career fairs

OTHER ANALYSES

Personnel Activity

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

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

Similar to procedures in financial accounting, employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one campus and a hire in the other.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected group.

Tenure is a permanent status granted to professorial faculty and College Laboratory Technicians.

Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Lecturers and College Laboratory Technicians are eligible after meeting service requirements. For professorial faculty, there are extensive reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

A total of five (5) full-time titles applied for Tenure.

Four (4) members of the professoriate applied and granted tenure. one (1) College Lab Tech

One (1) Asst Professor/Librarian (Male)/(white)

One (1) Asst Professor (Female)/(B/AFAM)

One (1) Assoc. Professor (Male)/(Hispanic/Latino)

One (1) Professor (Male)/(White)

One (1) in the College Lab Tech titles (Male)/(B/AFAM)

There were zero (0) requests and denials of Tenure.

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

Appendix F provides details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

Search Waivers

There were three (3) search waivers in the 2020-2021 reporting period.

Sr. Admin title = One (1) (Female)/(Unk) and one (1) (Male)/(B/AFAM).

Faculty title = One (1) (Female)(B/AFAM).

Appendix F also provides details of exceptions approved through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely we could fill the position competitively. We also grant waivers for positions representing a transfer of funding sources. The Chief Diversity Officer and University management approve search waiver applications.

Recruiting Activity

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

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

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

We conduct most faculty and administrative hiring by appointing a diverse Search Committee for initial screening. The Chief Diversity Officer provides an orientation, or “charge”, to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion. Committees refer finalist candidates to the hiring manager(s) for a final selection.

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

As per federal Internet Applicant guidelines, an “applicant” is someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

We report all searches resulting in an offer during the previous plan year. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1. This circumstance explains differences between the personal activity reports and recruitment reports.

Due to low hiring rates and search waivers there was little analysis that could be conducted.

Civil Service Hiring

We participated in One (1) university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

#	JOB TITLE	NUMBER OF VACANCIES REQUESTED	NUMBER OF VACANCIES FILLED	DATE OF POOL
1	Campus Security Officer – Exam 2060	1	1	Continuous Recruitment Position

Compensation

We develop pay plans according to instructions provided in bargaining unit contracts, Civil Service regulations, Prevailing Wage determinations, and university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans.

The Chief Diversity Officer reviews overall practices such as:

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

The Chief Diversity Officer and Human Resources Director discussed compensation best practices and areas of risk with management on a continuous basis.

We review average salaries by job group and title and evaluate areas with a discrepancy of 5% or more for a material number of employees.

The Chief Diversity Officer and Human Resources Director discuss compensation best practices and areas of risk with management on a continuous basis.

Below are compensation practices at Medgar Evers College:

Setting of starting salaries: Have a salary range in place for the position
Consider:

1. Individuals who are new, are in a learning situation, and/or do not have substantial experience in the new position.
2. Employees who have gained experience and skill and who are becoming more proficient in the position for which they were hired.

They generally meet expectations in their positions.

1. A Midpoint salary is the rate for the position and represents fully experienced employee.
2. Experienced employees who frequently exceed expectations.
3. Higher salary reserved for individuals who are consistently exceptional performers and who have extensive experience.

Performance Based Salary

Employees are compensated depending upon performance tied to a set of criteria or goals. Methods for evaluating performance must be clear to employees so there is transparency in the process to help ensure employee perceptions that they are being evaluated fairly and consistently to a common standard.

Pay Increases Upon Promotion

Promotional increases depend on the level of responsibility and other key considerations. A promotional increase must bring the employee to at least the minimum of his/her new salary range.

Tracking of Compensation Decisions

Ensure that compensation decisions policies are legitimately related to performance and are nondiscriminatory in the application. Train all supervisors and managers to avoid wage discrimination and to identify unconscious bias. Eliminate the use of subjective criteria, such as an employee's personality traits and instead focus on skills or performance, in all evaluations.

Ensure that employees are given equal opportunities to succeed. Document decision regarding pay and monitor them for patterns based on protected categories. Use a diverse team of reviewers to determine compensation. Define the evaluation of criteria and discuss it with your decision-making team so that the evaluators are defining and discussed. Avoid the use of subjective criteria in evaluating candidates.

Document Retention

Establish an Employment Record Retention Policy. Keep and destroy employee records under the University's laws governing record retention. The record retention policy should include a definition of types of records, a retention schedule, storage location, security and privacy guidelines, and destruction and audit procedures.

Maintain an employment history for each employee, including records on potential candidates.

Maintain Pre-employment documents, Employment Documents and separation of employment documents.

Assignment of Overtime/Additional Assignments

An overtime assignment policy should be written and established. The policy should be adhered to on a consistent basis. There should be equal distribution of overtime. It is extremely important to keep track of the number of hours a staff member can work and the number of hours they have worked.

Federal Law requires employers to pay one and a half times the normal hourly wage for any overtime hours worked.

Ensure that additional assignments are work within an individual's job tasks. Additional work assignments should also be tracked to ensure that all staff members have an opportunity to be involved. If the additional assignments fall outside of an individual scheduled work hour, then they must be paid overtime.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year's goals and addresses:

- Prior-Year Programs
- 2021-2022 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

PRIOR-YEAR PROGRAMS

Last year, we undertook the following to support Affirmative Action and create a climate of inclusion:

Programs might include

- Faculty Fellowship Publication Program Fellows
- Ongoing Programs and Public Events
- Ongoing Meetings and Engagement with executives and managers
- Diversity Committees
- Audits and Review
- Targeted recruiting programs
- General outreach
- Changes in procedures
- Staff and employee training

As noted earlier, events related COVID-19 have limited some implementation plans. However, the many of the programs below were conducted virtually.

Summary of Campus Programs, 2020-2021

Program	Impact/Job Group
Ice Cream Social (fall semester)	“Ice Cream Comes in Different Flavors and So Do We” is a teach-in that focuses on a wide range of diversity, including variation in sexual orientation, gender identity, religion and ethnicity. A guest speaker has an open discussion with student members of the campus community about the importance of diversity, and respecting differences.
November (every November)	Student Affairs’ yearly participation in a nationwide movement to destigmatize mental health challenges amongst men, and increase awareness about mental health and suicide prevention, prostate cancer and testicular cancer.
Different, Not Dangerous (fall and spring semester)	Focuses on differently-abled individuals, and removing the stigma associated with having a disability. The primary focus is on mental health related issues such as anxiety, bi-polar disorder and depression.
Soul Food Festival (spring semester)	Daylong celebration focused on the historical and cultural significance of food within the African diaspora.
Diversity Day (spring semester)	Daylong celebration of ethnic and racial diversity, with a focus on music, art and the cultural mores/values.
Treats for Deets (year round)	An awareness series of events where students, faculty and staff can help themselves to treats while learning about a wide range of disabilities, including sickle cell disease, cerebral palsy and “invisible disabilities” such as depression and PTSD.
Improm Tuesdays (year round)	Workshops and teach-ins (that takes place on Tuesdays at 2pm) focused on the rights of survivors of domestic violence, how to be an ally to LGBTQIA peers, and religious tolerance.

2021-2022 PLANNED PROGRAMS

In this section, we affirm placement goals and key initiatives.

The College plans to provide training and workshops for employees in the Spring 2022 depending on the COVID-19 mandates and the Hire of a new Director for Human Resources.

Planned Campus Programs, 2021-2022

In this section, we affirm placement goals and key initiatives.

Medgar Evers is working on planned programs once fully cleared from COVID-19 pandemic mandates.

ONGOING ACTIVITIES

Describe ongoing efforts such as training of individuals involved in personnel decisions and posting of required notices.

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.
- Collecting applications in a single system where pre-established screening practices may be applied.
- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability status when applying; data is kept confidentially and used to analyze applicant pools
- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

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

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

INTERNAL AUDIT AND REPORTING

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

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

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

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

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

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

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. Diversity, inclusion, and an environment free from discrimination are central to CUNY's mission. CUNY posts its policies on non-discrimination, sexual misconduct, and affirmative action on its website. We have posted these policies on the internet.

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

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype Individuals with Disabilities or Protected Veterans or otherwise limit access to employment. We include Individuals with Disabilities and Veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion.

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified Individuals with Disabilities or Protected Veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. The university also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to Individuals with Disabilities and Disabled Veterans in employment matters. As per the policy on Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:

Name: Kareema Monroe
Title: HR Specialist/Benefits Coordinator
Phone: (718) 270-6946
Email: Kmonroe@mec.cuny.edu

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

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

Information for applicants for employment is provided on the Employment Page of the CUNY Website <https://www.mec.cuny.edu/office-of-compliance-diversity-and-inclusion/resolution-of-complaints/>. There is also a link at the bottom of each job posting on <https://cuny.jobs>, which directs the candidate to our accessibility page. Applicants may also contact the Office of Recruitment and Diversity at jobs@cuny.edu.

We provide reasonable accommodations to individuals based on: disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

While recognizing requests may be resolved through dialogue, this year we documented zero (0) employee accommodation requests, successfully concluded zero (0) times and appealed zero (0) times. At this time there are no outstanding appeals. We responded to zero (0) job applicant accommodation requests.

Any upgrades to campus facilities to improve access in were place on hold due to the pandemic. Note any other improvements (acquired equipment, upgraded technology).

HARASSMENT PREVENTION

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity Officer reviews practices for Veterans.

EXTERNAL POLICY DISSEMINATION

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

As noted above, CUNY posts its Non-Discrimination Policy on its employment website.

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

This past year, we made the following outreach efforts to Veterans and Individuals with Disabilities: Since the pandemic has called for remote activity, the only request received lately was to participate in a virtual panel discussion which focused on the effects the pandemic has had on student veterans and our college's response.

Program / Effort	Impact/Discussion
Veterans Week – Military Monday, Tuesday Veterans Recognition day, Wednesday, Vet Club Meeting, Friday Virtual Workout Session	Provided community engagement and recognition of the Veteran population at MEC.

Planned Outreach for 2021-2022

We plan to pursue the following next year:

Planned outreach to student veterans for the purposes of enrollment, the college has signed a Department of Defense MOU that does not allow for the direct recruitment/outreach to service members and veterans. Therefore, in the past few years we have attended veteran specific events such as Military Family Day, Coast Guard College Fair and Veteran Resource Fairs at the request of the event organizers.

Ongoing efforts include:

- Disseminating information concerning employment opportunities to outlets reaching Disabled Veterans, other Protected Veterans, and Individuals with Disabilities
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies
- Filing the annual federal VETS-4212 report
- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute)
- Assisting qualified Individuals with Disabilities to classified competitive Civil Service titles without an examination (55(a) Program).

INTERNAL POLICY DISSEMINATION

To foster positive support for Affirmative Action programs for Protected Veterans and Individuals with Disabilities, we have:

- Included policies in manuals and other publications
- Explained policies and individual responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included information on the accomplishments of Disabled Veterans, other Veterans, and Individuals with Disabilities in unit communications
- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (which also covers protection from harassment on the basis of disability)
- Featured persons who are Individuals with Disabilities in handbooks or similar publications
- We post on the Medgar Evers Human Resources page for Faculty and Staff at www.mec.cuny.edu.

IMPLEMENTATION RESPONSIBILITY

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

The President

The President, Dr. Patricia Ramsey, oversees Affirmative Action and compliance programs. The President appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

The 504/ADA Coordinator for Medgar Evers, AVP Rebecca Fraley-Corrado:

- Chairs 504/ADA Committee
- Monitors 504/ADA compliance
- Reviews and resolve issues such as disputed accommodation decisions
- Maintains records of accommodation requests and outcomes
- Ensures records are stored securely and confidentiality is maintained
- Provides training as needed on issues related to Individuals with Disabilities.

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for Veterans and Individuals with Disabilities.

Members are:

Medgar Evers College currently does not have a 504/ADA Committee but is working on it for 2022 Spring Semester.

Other Officials

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

We are honored to have been nominated for the 2020 Student Veterans of America (SVA) Chapter of the Year.

University Management

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

TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan.

There was no formal training on campus or remote due to the COVID-19 pandemic.

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a Veteran or Individual with a Disability.

The 504/ADA Coordinator oversees audit and reporting in support of Individuals with Disabilities. He/she identifies and addresses barriers to access and evaluates remedial actions.

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

Due to the pandemic we were not able to work on any audits but with the newly hired CDO this will be another projected plan for 2022.

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no federal benchmark for Veteran utilization.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with previous plan years, presented as prescribed by the US Department of Labor.

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

Medgar Evers College has deep rooted affiliations with the Veterans program for Student and Staff.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

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

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identified as Veterans before an offer of employment is made	1	21	0
B. Total number of job openings	10	22	0
C. Total number of jobs filled	10	13	0
D. Total number of applicants for all jobs	20*	1746	0
E. Number of Veteran applicants hired	1	0	0
F. Total number of applicants hired	7*	13	0
Hiring Rate (E divided by F)	10%	0	0
Federal Benchmark	5.6%	5.7%	5.9%
Benchmark Met (Yes/No)	No	No	0

*out of the 10 job openings 3 were search waivers and the rest Substitute titles. The number of applicants listed is only for the 1 normal hire.

Hiring Rate, Individuals with Disabilities

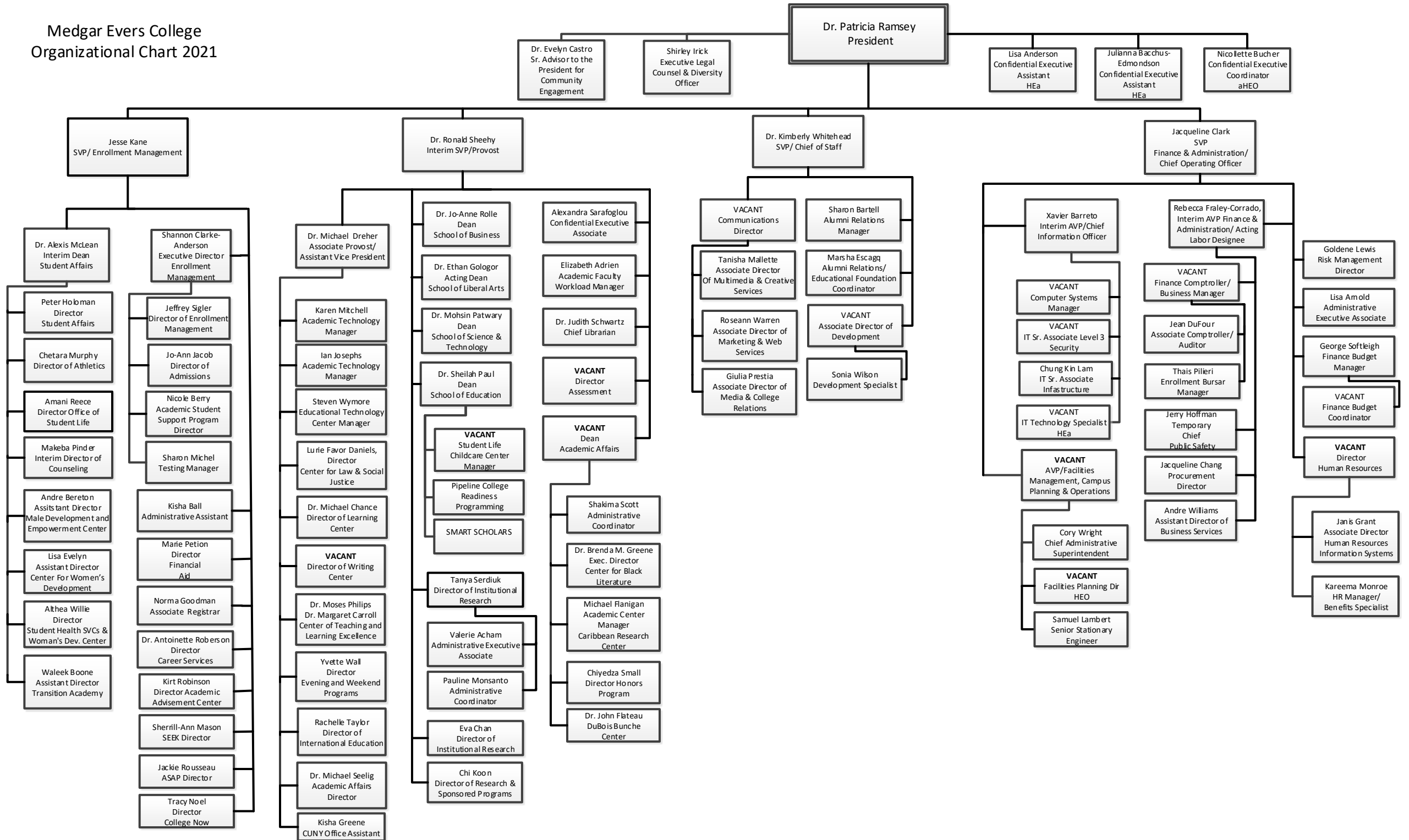
There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2020-2021	2019-2020	2018-2019
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	0	54	
B. Total number of job openings	10	22	
C. Total number of jobs filled	10	13	
D. Total number of applicants for all jobs	20	1746	
E. Number of Individuals with Disabilities hired	0	1	
F. Total number of applicants hired	7	13	
Hiring Rate (E Divided by F)	0%	8%	

Appendix A Organization Chart

This Appendix contains a summary organization chart.

Medgar Evers College Organizational Chart 2021



Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.



Office of the President

1650 Bedford Avenue
Brooklyn, NY 11225
T: (718) 270-5000
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www.mec.cuny.edu

To: Campus Community

From: Patricia Ramsey, President 

Date: September 21, 2021

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

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

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

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

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Acting Chief Diversity Officer Rebecca Fraley-Corrado, who will serve as the 504/ADA coordinator. Vice presidents, deans, directors, managers, and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Compliance and Diversity (OCD) is located in room 200 at 1150 Carroll Street, Brooklyn, NY 11225, and the telephone number is 718.270.5026. Individuals who believe they have experienced discrimination should immediately contact Ms. Fraley-Corrado at 718.270.5026.

Thank you for your continued support to ensure equal opportunity, affirmative action, and diversity and inclusion at Medgar Evers College.

Appendix C Job Group Summary

This Appendix contains a summary of Job Groups.

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

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

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

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

Full Time Employee Count (excludes Chief Executive): 529

Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY typically reviews Labor Market Availability every other year. We utilize the following factors:

Weighting of Internal/External Labor Market

The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

Geography

We base geographic factors on both CUNY policy and actual hiring experience.

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.
- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.
- New York State-only labor market where New York State residency is required by statute:
 - College Security Assistant
 - Campus Peace Officer
 - Campus Public Safety Sergeant
 - Security Manager.
- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Qualifications for Non-Collegiate Faculty:

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.
- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through Master’s level.
- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards; for example, a Bachelor’s degree assumes a standard age of 21, and a Bachelor’s degree plus four years of experience would correspond to a minimum age of 25.

Qualifications for Collegiate Faculty: we assign titles to Professorial, Instructor, or Lecturer job groups according to rank and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
 - Professorial: Doctoral Degree
 - Instructor: Master’s Degree
 - Lecturer: Bachelor’s or Master’s Degree.
- Discipline: assigned to each faculty department using the US Department of Education’s Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or make individual discipline assignments.

Category: Executive/Administrative/Managerial

Admin 1: Executive

Executive Compensation Plan (Other Than Chief Executive)

Labor Market Availability Factors

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

Employees: 17

Title	Employees
Assc Administrator	1
Asst Vice President	5
Dean	6
Sr Vice President	4
Vice President	1

Admin 2: Managerial

Manager-Level Administrators

Labor Market Availability Factors

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

Employees: 69

Title	Employees
HE Associate	44
HE Officer	25

Category: Executive/Administrative/Managerial

Managerial: Facilities

Facility Superintendents (Managerial)

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Admin Supt Builds Grds	2

Managerial: Info Tech

Information Technology Managers (Managerial)

Labor Market Availability Factors

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

Employees: 1

Title	Employees
IT Computer Operations Mgr	1

Managerial: Security

Campus Security Managers (Managerial)

Labor Market Availability Factors

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

Employees: 1

Title	Employees
-------	-----------

Category: Executive/Administrative/Managerial

Campus Security Dir

1

Category: Professional Faculty

Faculty: Instructor

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

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Instructor	2

Faculty: Lecturer

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

Labor Market Availability Factors

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

Employees: 31

Title	Employees
Lecturer	25
Lecturer Doct Sch	6

Faculty: Librarian

CUNY Librarians with faculty appointments

Labor Market Availability Factors

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

Employees: 7

Title	Employees
Assc Professor	2
Asst Professor	3

Category: Professional Faculty

Lecturer	1
Professor	1

Faculty: Professoriate

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

Labor Market Availability Factors

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

Employees: 114

Title	Employees
Assc Professor	31
Asst Professor	42
Professor	41

Category: Professional Non-Faculty

Accountant: Professional

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 4

Title	Employees
Finance Accountant	2
Purchasing Agent	2

Admin 3: Professional

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor Weight Explanation

1-External	85.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
2-Internal	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Employees: 111

Title	Employees
Asst to HEO	65
HE Assistant	44
Research Assc	2

Category: Professional Non-Faculty

Admin 5: Engineer-Architect

Engineers, Architects and related

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
2-Internal	0.00%	NA

Employees: 1

Title	Employees
Project Mgr	1

Disability Accommodation Spec

Disability Accommodation Specialists

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit has a minimum of five employees, availability is not calculated.
2-Internal	0.00%	NA

Employees: 1

Title	Employees
Disability Accommodations Spec	1

Info Tech: Professional

Information Technology Professionals

Labor Market Availability Factors

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

Employees: 14

Title	Employees
IT Associate	3

Category: Professional Non-Faculty

IT Asst	4
IT Bus Data Rep Analyst	3
IT Sr Associate	4

Category: Administrative Support Workers

Accountant: Assistant

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

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Asst Purchasing Agent	1

Administrative Assistant

Administrative Support Staff-Senior Level

Labor Market Availability Factors

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

Employees: 5

Title	Employees
CUNY Admin Asst	5

Mail Services Worker

Mail Services Workers

Labor Market Availability Factors

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

Employees: 4

Title	Employees
Mail Message Svcs Worker	4

Category: Administrative Support Workers

Office Assistant

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor Weight Explanation

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

Employees: 22

Title	Employees
CUNY Office Assistant	22

Category: Technicians

Admin 4: College Lab Technician

College Laboratory Technicians

Labor Market Availability Factors

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

Employees: 21

Title	Employees
Chief College Lab Tech	1
College Lab Tech	16
Sr College Lab Tech	4

Broadcast-Media

Broadcast and Mass Media Technicians and Graphic Designers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).
2-Internal	0.00%	NA

Employees: 3

Title	Employees
Media Svcs Tech	3

Category: Technicians

Info Tech: Technician

IT Technical Support Workers

Labor Market Availability Factors

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

Employees: 4

Title	Employees
IT Support Asst	4

Print Media Technician

Print Shop and Related Technicians

Labor Market Availability Factors

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

Employees: 3

Title	Employees
Print Shop Assistant	3

Category: Craft Workers

Basic Crafts-Buildings and Grounds

Buildings and Grounds Workers

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Maintenance Worker	1

Laborers and Helpers

Entry-Level Craft Workers

Labor Market Availability Factors

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

Employees: 8

Title	Employees
Laborer	7
Plumber Helper	1

Category: Craft Workers

Skilled Trades: Not Supervisory

Skilled Tradespeople

Labor Market Availability Factors

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

Employees: 13

Title	Employees
Carpenter	2
Electrician	1
Locksmith	1
Oiler	3
Stationary Engineer	6

Skilled Trades: Supervisory

Skilled Trades Supervisors

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Painter Supervisor	1
Stationary Engineer Sr	1

Category: Service Workers

Campus Peace Officer

Campus Security-Mid Level Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Employees: 13

Title	Employees
Campus Peace Officer	13

Campus Public Safety Sergeant

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

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

Employees: 5

Title	Employees
Campus Pub Safety Sergeant	4
Campus Security Specialist	1

Campus Security Assistant

Campus Security-Entry Level Staff

Labor Market Availability Factors

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

Employees: 18

Title	Employees
Campus Security Asst	18

Category: Service Workers

Custodial: Assistant

Custodians-Entry Level

Labor Market Availability Factors

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

Employees: 27

Title	Employees
Custodial Assistant	27

Custodial: Supervisory

Custodial Supervisors

Labor Market Availability Factors

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

Employees: 4

Title	Employees
Custodial Sr Supervisor	1
Custodial Supervisor	3

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

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

Appendix D College Lab Technicians Department-Discipline Assignments

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

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

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

Medgar Evers College

Total of College Lab Technicians, all levels: 21

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

Employees: 16

Department ID	Department Name	Technicians
70009	Academic Computing Ctr	4
10051	Chem & Env Science	1
80070	Communications	1
10033	Dept Of Biology	1
70054	Dept Of Library & Info Serv	5
10195	Dept Of Math	1
10211	Nursing	1
10226	Phy & Computer Science	1
80385	STUDENT TECHNOLOGY FEE	1

Discipline: College Lab Tech: Other

Employees: 5

Department ID	Department Name	Technicians
10060	Dept Of Mass Comm	3
10285	Developmen & Special Education	1
10245	Psychology	1

Appendix D Faculty Department-Discipline Assignments

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

This Appendix lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Only departments with assigned faculty are listed here.

Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analysis.

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

Medgar Evers College

Total Faculty: 154

Discipline: Biological and Biomedical Sciences

Faculty: 13

Department ID	Department Name	Faculty
10033	Dept Of Biology	13

Discipline: Biological and Biomedical Sciences AND Physical Sciences

Faculty: 5

Department ID	Department Name	Faculty
10226	Phy & Computer Science	5

Discipline: Business, Management, Marketing, Support

Faculty: 14

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

Discipline: Communications, Journalism, and Related

Faculty: 10

Department ID	Department Name	Faculty
10060	Dept Of Mass Comm	10

Discipline: Computer and Information Sciences and Support

Faculty: 5

Department ID	Department Name	Faculty
10066	Dept Of Comptr Info Systems	5

Discipline: Education

Faculty: 8

Department ID	Department Name	Faculty
10285	Developmen & Special Education	5
10099	Early Childhood & Elem Educ	3

Discipline: Education: Developmental

Faculty: 9

Department ID	Department Name	Faculty
65037	EVENING & WEEKEND	1
75125	Freshman Year Program	4
65098	SEEK-Academic Dept	3
10395	VP Of Student Affairs	1

Medgar Evers College

Discipline: English Language and Literature/Letters

Faculty: 16

Department ID	Department Name	Faculty
10102	Dept Of English	16

Discipline: Foreign Languages, Literatures, and Linguistics

Faculty: 3

Department ID	Department Name	Faculty
10117	WORLD LANGUAGES & CULTURE	3

Discipline: Health Professions and Related Programs

Faculty: 13

Department ID	Department Name	Faculty
10211	Nursing	13

Discipline: Library (Librarians/Non-Teaching)

Faculty: 7

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

Discipline: Mathematics and Statistics

Faculty: 14

Department ID	Department Name	Faculty
10195	Dept Of Math	14

Discipline: Natural Resources and Conservation

Faculty: 9

Department ID	Department Name	Faculty
10051	Chem & Env Science	9

Discipline: Philosophy and Religious Studies

Faculty: 2

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

Discipline: Psychology

Faculty: 5

Department ID	Department Name	Faculty
10245	Psychology	5

Discipline: Public Administration

Faculty: 5

Department ID	Department Name	Faculty
10249	Dept of Public Administration	5

Medgar Evers College

Discipline: Social Sciences

Faculty: 12

Department ID	Department Name	Faculty
10280	Dept Of Soc & Behav. Sci	12

Discipline: Social Work

Faculty: 4

Department ID	Department Name	Faculty
10281	SOCIAL WORK	4

Appendix E-1 Utilization Analysis -Staff Job Groups

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

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

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

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

Medgar Evers College

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 17

Employees in this group hold the following titles:

Title ID	Title Name
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	14	2	11	1
Underutilized (Y = Yes)					Y
Number Underutilized					
Actual Utilization Percent	58.8%	82.4%	11.8%	64.7%	5.9%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Medgar Evers College

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial
Description: Manager-Level Administrators
Full-time Employees: 69

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	64	3	55	5
Underutilized (Y = Yes)			Y		Y
Number Underutilized			5		6
Actual Utilization Percent	69.6%	92.8%	4.3%	79.7%	7.2%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Medgar Evers College

Category: Professional Non-Faculty

Job Group: Admin 3: Professional
Description: Entry and Mid-Level Administrators (Professionals)
Full-time Employees: 111

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	108	2	86	16
Underutilized (Y = Yes)			Y		
Number Underutilized			12		
Actual Utilization Percent	71.2%	97.3%	1.8%	77.5%	14.4%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Medgar Evers College

Category: Professional Non-Faculty

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

Employees in this group hold the following titles:

Title ID	Title Name
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 (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	35.7%	100.0%	35.7%	57.1%	7.1%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Medgar Evers College

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 (Y = Yes)			Y		Y
Number Underutilized					1
Actual Utilization Percent	100.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

Medgar Evers College

Category: Administrative Support Workers

Job Group: Office Assistant
Description: Administrative Support Staff-Entry Level
Full-time Employees: 22

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	20	22	1	17	4
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	90.9%	100.0%	4.5%	77.3%	18.2%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Medgar Evers College

Category: Craft Workers

Job Group: Skilled Trades: Not Supervisory

Description: Skilled Tradespeople

Full-time Employees: 13

Employees in this group hold the following titles:

Title ID	Title Name
04899	Carpenter
91717	Electrician
04905	Locksmith
04891	Oiler
04915	Stationary Engineer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	8	3	3	2
Underutilized (Y = Yes)	Y				Y
Number Underutilized					1
Actual Utilization Percent	0.0%	61.5%	23.1%	23.1%	15.4%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

Medgar Evers College

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
91916	Plumber Helper

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	8	0	8	0
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	1				3
Actual Utilization Percent	12.5%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

Medgar Evers College

Category: Service Workers

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

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	0	4	1
Underutilized (Y = Yes)			Y		Y
Number Underutilized					
Actual Utilization Percent	20.0%	100.0%	0.0%	80.0%	20.0%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Medgar Evers College

Category: Service Workers

Job Group: Campus Peace Officer
Description: Campus Security-Mid Level Staff
Full-time Employees: 13

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	10	1	6	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	15.4%	76.9%	7.7%	46.2%	23.1%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Medgar Evers College

Category: Service Workers

Job Group: Campus Security Assistant
Description: Campus Security-Entry Level Staff
Full-time Employees: 18

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	5	18	1	16	1
Underutilized (Y = Yes)					Y
Number Underutilized					3
Actual Utilization Percent	27.8%	100.0%	5.6%	88.9%	5.6%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Medgar Evers College

Category: Service Workers

Job Group: Custodial: Assistant
Description: Custodians-Entry Level
Full-time Employees: 27

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	5	26	0	24	2
Underutilized (Y = Yes)	Y		Y		Y
Number Underutilized	2		1		9
Actual Utilization Percent	18.5%	96.3%	0.0%	88.9%	7.4%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Appendix E-2 Utilization Analysis - College Laboratory Technicians

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

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

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

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

College Lab Tech: Science, Tech, Eng.

Full-Time Employees: 16

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

Department ID	Department Name
70009	Academic Computing Ctr
10051	Chem & Env Science
80070	Communications
10033	Dept Of Biology
70054	Dept Of Library & Info Serv
10195	Dept Of Math
10211	Nursing
10226	Phy & Computer Science
80385	STUDENT TECHNOLOGY FEE

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	14	3	10	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	25.0%	87.5%	18.8%	62.5%	6.3%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

Medgar Evers College

College Lab Tech: Other

Full-Time Employees: 5

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

Department ID	Department Name
10060	Dept Of Mass Comm
10285	Developmen & Special Education
10245	Psychology

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	5	1	4	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	40.0%	100.0%	20.0%	80.0%	0.0%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%

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

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

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

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

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

Medgar Evers College

Biological and Biomedical Sciences

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

10033 Dept Of Biology

Job Group Faculty: Professoriate

Total Faculty:	12	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		4	10	3	6	0
Underutilized (Y = Yes)		Y				Y
Number Underutilized		2				1
Actual Utilization Percent		33.3%	83.3%	25.0%	50.0%	0.0%
Labor Market Avail. Percent		53.3%	26.2%	11.4%	4.3%	7.8%

Medgar Evers College

Business, Management, Marketing and Support

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

Job Group Faculty: Professoriate

Total Faculty: 12

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	4	11	1	10	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	1				1
Actual Utilization Percent	33.3%	91.7%	8.3%	83.3%	0.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Medgar Evers College

Communications, Journalism, and Related

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

10060 Dept Of Mass Comm

Job Group Faculty: Professoriate

Total Faculty:	6	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	2	6	1	4	0	
Underutilized (Y = Yes)	Y				Y	
Number Underutilized	1					
Actual Utilization Percent	33.3%	100.0%	16.7%	66.7%	0.0%	
Labor Market Avail. Percent	57.5%	18.7%	4.8%	5.2%	6.8%	

Medgar Evers College

Computer and Information Sciences and Support

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

10066 Dept Of Comptr Info Systems

Job Group Faculty: Professoriate

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	0	4	1	1	1	
Underutilized (Y = Yes)	Y					
Number Underutilized	1					
Actual Utilization Percent	0.0%	80.0%	20.0%	20.0%	20.0%	
Labor Market Avail. Percent	20.8%	27.0%	10.9%	9.3%	4.5%	

Medgar Evers College

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: Professoriate

Total Faculty: 6

		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	5	1	4	0	
Underutilized (Y = Yes)					Y	
Number Underutilized					1	
Actual Utilization Percent	83.3%	83.3%	16.7%	66.7%	0.0%	
Labor Market Avail. Percent	69.1%	33.2%	3.8%	18.8%	8.6%	

Medgar Evers College

Education - Developmental

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

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	5	6	0	5	1
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	83.3%	100.0%	0.0%	83.3%	16.7%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

Medgar Evers College

English Language and Literature/Letters

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

10102 Dept Of English

Job Group Faculty: Professoriate

Total Faculty:	13	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		9	11	3	6	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		69.2%	84.6%	23.1%	46.2%	15.4%
Labor Market Avail. Percent		63.4%	14.6%	3.6%	4.2%	4.8%

Medgar Evers College

Health Professions and Related Programs

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

10211 Nursing

Job Group Faculty: Professoriate

Total Faculty:	13	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	10	13	1	12	0	
Underutilized (Y = Yes)			Y		Y	
Number Underutilized			1		1	
Actual Utilization Percent	76.9%	100.0%	7.7%	92.3%	0.0%	
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%	

Medgar Evers College

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: Librarian

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 = Yes)	Y		Y		Y	
Number Underutilized	4					
Actual Utilization Percent	28.6%	14.3%	0.0%	14.3%	0.0%	
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%	

Medgar Evers College

Mathematics and Statistics

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

10195 Dept Of Math

Job Group Faculty: Professoriate

Total Faculty:	8	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	3	4	0	3	1	
Underutilized (Y = Yes)			Y			
Number Underutilized			1			
Actual Utilization Percent	37.5%	50.0%	0.0%	37.5%	12.5%	
Labor Market Avail. Percent	25.9%	24.2%	10.3%	3.7%	6.3%	

Job Group Faculty: Lecturer

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

Medgar Evers College

Natural Resources and Conservation

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

10051 Chem & Env Science

Job Group Faculty: Professoriate

Total Faculty:	7	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	2	5	2	3	0	
Underutilized (Y = Yes)	Y				Y	
Number Underutilized	1				1	
Actual Utilization Percent	28.6%	71.4%	28.6%	42.9%	0.0%	
Labor Market Avail. Percent	47.9%	19.3%	4.4%	4.0%	7.8%	

Medgar Evers College

Psychology

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

10245 Psychology

Job Group Faculty: Professoriate

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		4	2	0	2	0
Underutilized (Y = Yes)				Y		Y
Number Underutilized						1
Actual Utilization Percent		80.0%	40.0%	0.0%	40.0%	0.0%
Labor Market Avail. Percent		75.0%	29.3%	5.8%	8.8%	12.2%

Medgar Evers College

Public Administration

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

10249 Dept of Public Administration

Job Group Faculty: **Professoriate**

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	1	5	0	4	1	
Underutilized (Y = Yes)	Y		Y			
Number Underutilized	2					
Actual Utilization Percent	20.0%	100.0%	0.0%	80.0%	20.0%	
Labor Market Avail. Percent	62.7%	31.4%	7.3%	18.1%	4.9%	

Medgar Evers College

Social Sciences

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

10280 Dept Of Soc & Behav. Sci

Job Group Faculty: Professoriate

Total Faculty:	10	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		3	8	0	7	1
Underutilized (Y = Yes)		Y		Y		
Number Underutilized		2		1		
Actual Utilization Percent		30.0%	80.0%	0.0%	70.0%	10.0%
Labor Market Avail. Percent		46.9%	20.7%	5.7%	5.5%	7.5%

Appendix F-1 Personnel Activity

This Appendix provides tables with detail on personnel activities.

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

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

Job Group Summary

Administration 2 (Managers)

(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
Total	(3)	-		-	-	(3)		(2)	(1)	1	-
Male	(3)	-	0%	-	-	(3)	100%	(2)	(1)	-	-
Female	-	-	0%	-	-	-	0%	-	-	1	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(2)	-	0%	-	-	(2)	67%	(1)	(1)	1	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	-	0%	-	-	(2)	67%	(1)	(1)	1	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	(1)	33%	(1)	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

Job Group Detail

Faculty-Professorial

(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(8)	7		5	2	-	2	-	-	(15)		(15)	-	-	-	-	-	6	-
Male	(2)	4	57%	3	1	-	1	-	-	(6)	40%	(6)	-	-	-	-	-	3	-
Female	(6)	3	43%	2	1	-	1	-	-	(9)	60%	(9)	-	-	-	-	-	3	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(6)	7	100%	5	2	-	2	-	-	(13)	87%	(13)	-	-	-	-	-	5	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(5)	7	100%	5	2	-	2	-	-	(12)	80%	(12)	-	-	-	-	-	2	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	2	-
Other Minority	(1)	-	0%	-	-	-	-	-	-	(1)	7%	(1)	-	-	-	-	-	1	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(2)	-	0%	-	-	-	-	-	-	(2)	13%	(2)	-	-	-	-	-	1	-
All White	(2)	-	0%	-	-	-	-	-	-	(2)	13%	(2)	-	-	-	-	-	1	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	-	(1)	7%	(1)	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

EEO Category Summary
Executive/Administrative/Managerial

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
	Net Category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advancements	Other Changes
Total	(4)	3		3	-	(7)		(6)	(1)	3	-
Male	(5)	1	33%	1	-	(6)	86%	(5)	(1)	-	-
Female	1	2	67%	2	-	(1)	14%	(1)	-	3	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(4)	2	67%	2	-	(6)	86%	(5)	(1)	3	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(3)	2	67%	2	-	(5)	71%	(4)	(1)	3	-
Hispanic	(1)	-	0%	-	-	(1)	14%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	(1)	-	0%	-	-	(1)	14%	(1)	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	(1)	-	0%	-	-	(1)	14%	(1)	-	-	-
Unknown	1	1	33%	1	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	(1)	14%	(1)	-	-	-

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

EEO Category Summary
Professional Faculty

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advancements	Other Changes
Total	(13)	6		6	-	(19)		(18)	(1)	9	-
Male	(5)	3	50%	3	-	(8)	42%	(8)	-	5	-
Female	(8)	3	50%	3	-	(11)	58%	(10)	(1)	4	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(11)	6	100%	6	-	(17)	89%	(16)	(1)	8	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(9)	6	100%	6	-	(15)	79%	(14)	(1)	5	-
Hispanic	(1)	-	0%	-	-	(1)	5%	(1)	-	2	-
Other Minority	(1)	-	0%	-	-	(1)	5%	(1)	-	1	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(2)	-	0%	-	-	(2)	11%	(2)	-	1	-
All White	(2)	-	0%	-	-	(2)	11%	(2)	-	1	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	(1)	5%	(1)	-	-	-

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

EEO Category Summary
Professional Non-Faculty

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
	Net Category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
Total	(2)	2		-	2	(4)		(4)	-	-	-
Male	(2)	1	50%	-	1	(3)	75%	(3)	-	-	-
Female	-	1	50%	-	1	(1)	25%	(1)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(1)	2	100%	-	2	(3)	75%	(3)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	1	50%	-	1	(3)	75%	(3)	-	-	-
Hispanic	1	1	50%	-	1	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
All White	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

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

EEO Category Summary

Administrative Support Workers

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advancements	Other Changes
Total	(3)	1		-	1	(4)		(3)	(1)	-	-
Male	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
Female	(2)	1	100%	-	1	(3)	75%	(2)	(1)	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(3)	1	100%	-	1	(4)	100%	(3)	(1)	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	1	100%	-	1	(3)	75%	(3)	-	-	-
Hispanic	(1)	-	0%	-	-	(1)	25%	-	(1)	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

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

EEO Category Summary

Technicians

	Net Category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advancements	Other Changes
Total	(2)	-		-	-	(2)		(2)	-	-	-
Male	-	-	0%	-	-	-	0%	-	-	-	-
Female	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(2)	-	0%	-	-	(2)	100%	(2)	-	-	-
Hispanic	-	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

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

EEO Category Summary

Craft Workers

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
	Net Category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
Total	(4)	-		-	-	(4)		(4)	-	-	1
Male	(4)	-	0%	-	-	(4)	100%	(4)	-	-	1
Female	-	-	0%	-	-	-	0%	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(4)	-	0%	-	-	(4)	100%	(4)	-	-	1
Asian	-	-	0%	-	-	-	0%	-	-	-	-
Black	(3)	-	0%	-	-	(3)	75%	(3)	-	-	1
Hispanic	(1)	-	0%	-	-	(1)	25%	(1)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	0%	-	-	-	-
All White	-	-	0%	-	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	-	-	0%	-	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

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

EEO Category Summary

Service Workers and Others

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN CATEGORY (not counted in totals)	
	Net Category Changes	Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
Total	(10)	1		1	-	(11)		(11)	-	-	-
Male	(8)	1	100%	1	-	(9)	82%	(9)	-	-	-
Female	(2)	-	0%	-	-	(2)	18%	(2)	-	-	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	(11)	-	0%	-	-	(11)	100%	(11)	-	-	-
Asian	(1)	-	0%	-	-	(1)	9%	(1)	-	-	-
Black	(8)	-	0%	-	-	(8)	73%	(8)	-	-	-
Hispanic	(2)	-	0%	-	-	(2)	18%	(2)	-	-	-
Other Minority	-	-	0%	-	-	-	0%	-	-	-	-
Italian-American	-	-	0%	-	-	-	0%	-	-	-	-
White (Not Ital)	1	1	100%	1	-	-	0%	-	-	-	-
All White	1	1	100%	1	-	-	0%	-	-	-	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	1	1	100%	1	-	-	0%	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	0%	-	-	-	-

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

Appendix F-2 Tenure Actions

This Appendix presents a summary of tenure actions.

Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement.

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

Tenure is effective on September 1 of each academic year. Individuals listed here were awarded tenure effective September 1, 2020 (during this past plan year).

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

Medgar Evers College

Dept Of English

Asst Professor	Gained Tenure	Tenured		Female	Black/African Am.
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Dept Of Library & Info Serv

Asst Professor	Gained Tenure	Tenured		Male	White
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Dept Of Soc & Behav. Sci

Professor	Gained Tenure	Tenured		Male	White
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Psychology

College Lab Tech	Gained Tenure	Tenured		Male	Black/African Am.
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SOCIAL WORK

Assc Professor	Gained Tenure	Tenured		Male	Hispanic/Latino
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Summary for the College

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

Appendix G-1 Summary of Recruiting Activities

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

Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2020 through May 31, 2021).

N/A

Appendix G-2 Exceptions to the Search Process

This Appendix lists search exceptions.

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

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

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

Sr Vice President	Gender	Ethnicity
President's Office Basis Sr Executive/Request of Sr Exec	Male	Black/African Am.
President's Office Basis Sr Executive/Request of Sr Exec	Female	Unknown

Appendix H Utilization of Individuals with Disabilities by Job Group

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

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

Medgar Evers College

Total Individual(s) with Disabilities: 2 Percent of total reported employees: 0.4%

Category:	Staff	Indiv. with Disabilities	Rate
Executive/Administrative/Managerial			
Admin 1: Executive	17	0	0.0%
Admin 2: Managerial	69	0	0.0%
Managerial: Facilities	2	0	0.0%
Managerial: Info Tech	1	0	0.0%
Managerial: Security	1	0	0.0%
Professional Faculty			
Faculty: Professoriate	114	1	0.9%
Faculty: Librarian	7	0	0.0%
Faculty: Instructor	2	0	0.0%
Faculty: Lecturer	31	0	0.0%
Professional Non-Faculty			
Accountant: Professional	4	0	0.0%
Admin 3: Professional	111	1	0.9%
Admin 5: Engineer-Architect	1	0	0.0%
Disability Accommodation Spec	1	0	0.0%
Info Tech: Professional	14	0	0.0%
Administrative Support Workers			
Accountant: Assistant	1	0	0.0%
Administrative Assistant	5	0	0.0%
Office Assistant	22	0	0.0%
Mail Services Worker	4	0	0.0%
Technicians			
Admin 4: College Lab Technician	21	0	0.0%
Broadcast-Media	3	0	0.0%
Info Tech: Technician	4	0	0.0%
Print Media Technician	3	0	0.0%
Craft Workers			
Skilled Trades: Supervisory	2	0	0.0%
Skilled Trades: Not Supervisory	13	0	0.0%
Laborers and Helpers	8	0	0.0%
Basic Crafts-Buildings and Grounds	1	0	0.0%
Service Workers			
Campus Public Safety Sergeant	5	0	0.0%
Campus Peace Officer	13	0	0.0%
Campus Security Assistant	18	0	0.0%
Custodial: Supervisory	4	0	0.0%
Custodial: Assistant	27	0	0.0%