

# Baruch College 2019-2020 AFFIRMATIVE ACTION PLAN

Affirmative Action Plans 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**

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

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

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

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

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

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

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

## COLLEGE OVERVIEW

### Location, Degrees, Accreditation

Baruch College is ranked among the region's and nation's top colleges by *U.S. News & World Report*, *Forbes*, *Princeton Review*, and others. The campus is within easy reach of Wall Street, Midtown, and the global headquarters of major companies and non-profit and cultural organizations, giving students unparalleled internship, career, and networking opportunities. The College's more than 18,000 students, who speak more than 110 languages and trace their heritage to more than 170 countries, have been repeatedly named one of the most ethnically diverse student bodies in the United States.

The College is comprised of three Schools: (a) **THE GEORGE AND MILDRED WEISSMAN SCHOOL OF ARTS AND SCIENCES**. Weissman School has more than 50 areas of study that blend rigorous theory with practical experience. Degrees include the BA, BS, MA, MS, and PhD, (b) **THE AUSTIN W. MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS** prepares students for careers in government and nonprofit sector, offering programs leading to BSPA, MPA, Executive MPA, MIA, and MS in Education degrees while serving as a resource for governmental and nonprofit entities at the local, state, and national levels, and (c) **THE ZICKLIN SCHOOL OF BUSINESS** has renowned faculty experts across the business spectrum and acclaimed AACSB-accredited programs leading to BBA, MBA, MS, Executive MBA and MS, and PhD degrees.

Baruch College's nationally recognized, award-winning library, the William and Anita Newman Library, houses a collection that includes over 625,000 print volumes 150,000 eBooks, and over two million units of microform. The Library's collection of electronic resources include several hundred online databases, accessible from nearly 100 PC workstations.

In addition, Baruch College is home to a number of centers and institutes including the Lawrence N. Field Center for Entrepreneurship, the Robert Zicklin Center for Corporate Integrity, the Wasserman Trading Floor/Subotnick Financial Services Center, the Center for the Study of Business and Government, the Weissman Center for International Business, the Baruch College Survey Research Unit, the Steven L. Newman Real Estate Institute, the Bernard L. Schwartz Communication Institute, and the Baruch Performing Arts Center (BPAC). The College's Division of Continuing and Professional Studies (CAPS) offers numerous work-related programs and training courses, many of which can lead to certificates in Business, Real Estate, Bookkeeping, Human resources and Information Technology. Comprehensive modern languages and English as a Second Language courses are also offered. Courses in Continuing and Professional Studies are taught by professionals in the fields.

The award-winning Newman Vertical Campus features state-of-the-art classrooms, computer and research laboratories, auditoriums, a recreation and fitness center, conference rooms, faculty offices, a performing arts center, a bookstore, and a food

court.

## History

Tracing its routes to the founding of the Free Academy in 1847, Baruch College is part of the nation's first tuition free institution of higher education. In 1919, the School of Business and Civic Administration was established, and in 1953 the College was named in honor of Bernard M. Baruch, benefactor, statesman, financier, and alumnus of the Free Academy. In 1968 Baruch College was established as an independent senior college of the City University of New York. US News & World Report, Forbes, and The Princeton Review, among others, rank Baruch College among the top colleges in the United States. Today, Baruch College enrolls more than 18,000 students representing over 168 countries; its student body continues to be named one of the most ethnically diverse in the United States. It also has 13 varsity NCAA Division III sports teams on campus.

## Mission

The College's commitment to higher education and to the larger community is reflected in its Mission Statement: Baruch College of the City University of New York remains dedicated to being a catalyst for the social, cultural, and financial mobility of a diverse student body, reflective of its historical mission. Baruch College educates men and women for leadership roles in business, civic and cultural affairs, and academia. It offers rigorous baccalaureate, Masters, and doctoral programs to qualified students who seek careers in business, public affairs, and the arts and sciences. Integrating professional education with the arts and sciences for undergraduates, Baruch College's faculty cultivates its students' analytical ability, critical thinking, cultural awareness, and ethical sensibility. The College's graduate programs focus on professional preparation that enables students to become leaders and innovators in their fields. The faculty's contributions to knowledge reflect a commitment to teaching, research, scholarship, public policy, and artistic creativity. Through executive education, continuing studies programs, and public events, Baruch engages the larger civic and international community that includes its supportive alumni, extending the College's visibility and nurturing its global reputation.

## ORGANIZATION CHART

[Appendix A](#) displays an organization chart.

## RELEVANT POLICIES

As a unit of The City University of New York (CUNY), a public university system, the College follows federal, state, and city laws and regulations on non-discrimination and affirmative action. These include Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the

Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law.

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

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

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

## **Equal Opportunity and Non-Discrimination Policy**

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

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

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

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

## **Affirmative Action Policy**

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

*Policy 5.04 - Affirmative Action:*

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

## **Sexual Misconduct Policy**

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

*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.*

Further information is available using the links below (accurate as of May, 2019).

[The CUNY Policy on Equal Opportunity and Nondiscrimination](#) prohibits discrimination on the basis of a number of protected characteristics as per federal, state and local law, and addresses sex discrimination other than sexual misconduct.

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

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

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

In addition, CUNY campuses report crime statistics, including statistics relating to sexual violence, under the federal Jeanne Clery Act. Information is available from the Baruch's Department of Public Safety's website <https://www.baruch.cuny.edu/psafety/index.html>

## Other Policies

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

The College non-discrimination policy is reaffirmed by President Mitchel B. Wallerstein, annually. **Appendix B** contains a copy of the annual Reaffirmation Letter which was issued on 3/7/2019.

## RESPONSIBILITY FOR IMPLEMENTATION

While the entire College community participates in promoting diversity and inclusion, the College has assigned certain responsibilities as noted below.

### The President

The President, Mitchel B. Wallerstein, oversees implementation of Affirmative Action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations as well as University policies. Additionally, the President:

- Designates personnel responsible for managing Affirmative Action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator
- Ensures responsible personnel have the authority, staff, and other resources to successfully fulfill their assigned responsibilities
- Communicates a commitment to equal employment opportunity programs and issues an

Annual Re-Affirmation supporting affirmative action, diversity and equal opportunity (see copy of Re-Affirmation Letter in **Appendix B.**)

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

### **Chief Diversity Officer**

The President has designated Mona Jha as the Chief Diversity Officer (CDO) and primary designee who:

- Provides confidential consultation for, investigates and resolves discrimination/harassment complaints
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media
- Evaluates the impact of Affirmative Action programs and initiatives
- Prepares and communicates Affirmative Action Plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies to promote a diverse workforce
- Assures the College's participation in university-wide initiatives promoting diversity and inclusion.

### **College Officials**

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

### **Committee(s) on Diversity and Inclusion**

The College will have a standing committee advising the President on affirmative action policy, reviewing the impact of policies on the College governance plan, developing and implementing strategic diversity plans, and promoting College programs to reflect pluralistic values and goals. The committee members will be appointed in the beginning of the academic year.

The role of the committee may include the following:

- Advise the president about policies, procedures and practices intended to recruit and retain a diverse workforce and student body

- Review institutional research on campus climate for diversity and propose initiatives that focus on inclusive excellence and intercultural engagement
- Highlight programs and initiatives that promote campus diversity values
- Create opportunities for students, faculty, and campus staff to raise concerns about diversity

## **University Management**

The University's Office of Recruitment and Diversity (ORD) establishes job groups and other report parameters and prepares summary statistics. ORD also reports on overall progress to senior management and sponsors several diversity programs to be described later in this document. Details of University reports and diversity programs are provided here:

[Click for University Diversity Resources](#)

## PART TWO: DATA AND ANALYSIS

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

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

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

### DATA SOURCES FOR THIS REPORT

#### Employee Data

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

CUNY's employees are invited to self-identify as members of protected groups. Employees may update their selection at any time via an Employee Self-Service portal, and the College last conducted a self-identification canvas in May 2018. It contacted employees via email, providing instructions and a Question and Answer document explaining the reasons behind collecting self-identification data, and stressing that providing this information was voluntary. The next comprehensive canvas is scheduled for 2020.

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

## Self-Identification Categories

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

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

American Indian/Alaska Native and Two or More Races are included under Total Minority but not separately reported. Hispanic/Latino is a choice that has priority, so, if for example a person identifies as both Hispanic/Latino and Asian, they are recorded as Hispanic/Latino, and not as Two or More Races.

We also ask for identification of Italian American ethnicity consistent with University legal settlements dating to the 1990's. Information on Italian Americans is analyzed in a separate Italian American Affirmative Action Plan. To retain overall comparisons to individuals in federal categories and to prevent double-counting, Italian Americans are not included in the Total Minority category in either plan. If an individual identifies in a federally-protected race/ethnicity and as Italian American, we default to the federally-protected race/ethnicity, again to prevent double counting.

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

Of a total of 1234 employees, 1 employee did not identify a gender and 1 employee either did not identify a race/ethnicity or did not completely specify one (for example, identified as non-Hispanic without providing a specific race/ethnicity). Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group for further analyses.

Of a total of 1234 employees, 724 employees did not identify a Veteran status and 1110 did not identify a Disability status. Self-identification in these categories is a priority for future self-identification campaigns.

## Labor Market Source Data

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

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

## WORKFORCE ANALYSIS

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

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

- 622 or 50.36% of staff members identify themselves as female and 612 or 49.55% identify themselves as male.
  - a. Of the above staff members who identify themselves as female, 360, or 57.87% identify themselves as belonging to one of the “minority” groups.
  - b. Of the above staff members who identify themselves as male, 286, or 46.73% identify themselves as belonging to one of the “minority” groups.
  - c. The total number of those who identify themselves in the “minority” group as females exceed those who identify themselves as males in the “minority” group by 75.

- 622 or 50.36 identify themselves as belonging to one of the “minority” groups and 646, or 52.13% identify themselves as being “White” (and not “Italian”). Thus, the total number of staff members who identify themselves as being part of a “minority” group exceed the number of staff members who identify themselves as being “White” (and not “Italian”) by 107.
- 49 or 3.96% of the staff identify themselves as Italian-American; 22 or 44.89% of those in this group, identify themselves as female and 27 or 55.10% as males.

## **JOB GROUPS, DISCIPLINES, AND MARKET DATA**

This section summarizes design issues underlying the analyses.

### **Job Groups**

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

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

This year, the University made the following updates:

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

### **Disciplines**

We conduct an additional level of review for Faculty and College Laboratory Technicians with

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

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

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

### **Exhibit: Job Groups and Staffing 6/1/19**

See following page.

**Exhibit: Workforce Summary (IA)**

Baruch College

Total Employees: 1,234

**Executive/Administrative/Managerial**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 1 (Executive)	33	18	54.5%	11	33.3%	1	3.0%
Administration 2 (Manager)	155	108	69.7%	69	44.5%	11	7.1%
Facility Manager	1						
IT Computer Manager	2			2	100.0%		
Security Manager	2	1	50.0%	2	100.0%		

**Professional Faculty**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Faculty-Professorial	428	166	38.8%	132	30.8%	19	4.4%
Faculty Librarians	21	10	47.6%	10	47.6%	2	9.5%
Faculty-Lecturer	61	28	45.9%	14	23.0%	5	8.2%

**Professional Non-Faculty**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant	6	6	100.0%	5	83.3%		
Administration 3 (Professional)	199	146	73.4%	138	69.3%	4	2.0%
Administration 5 (Engineer-Architect)	2			2	100.0%		
IT Computer Professional	25	7	28.0%	22	88.0%		

**Administrative Support Workers**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Accountant Assistant	7	5	71.4%	6	85.7%		
Administrative Assistant	21	17	81.0%	15	71.4%		
Office Assistant	53	46	86.8%	40	75.5%	3	5.7%
Mail Services Worker	3	1	33.3%	3	100.0%		

**Craft Workers**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Basic Crafts-Buildings and Grounds	12			7	58.3%	1	8.3%
Laborers and Helpers	2			1	50.0%	1	50.0%
Skilled Trades-Supervisor	2						
Skilled Trades	23	1	4.3%	3	13.0%	2	8.7%

**Technicians**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Administration 4 (College Lab Tech)	7	4	57.1%	3	42.9%		
Broadcast/Media	4			4	100.0%		
IT Support Technician	1	1	100.0%	1	100.0%		

**Service Workers and Others**

Job Group	Staff	Female #	Female %	Minority #	Minority %	Italian Am. #	Italian Am. %
Campus Public Safety Sergeant	10	1	10.0%	9	90.0%		
Campus Peace Officer	34	9	26.5%	34	100.0%		
Campus Security Assistant	33	13	39.4%	31	93.9%		
Custodial Supervisor	10	3	30.0%	10	100.0%		
Custodial	77	31	40.3%	72	93.5%		

## Labor Market Availability Calculations

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

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

### *Internal Labor Market*

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

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

### *External Labor Market*

Estimates for the external markets vary by job group. The following factors are used:

#### Internal/External Weighting

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

#### Geography

Geography varies by job group and is based on CUNY policy as well as a review of CUNY experience. One of the following geographic labor markets is used:

- A national labor market is applied to the following groups: Administration 1 – Executive, Faculty – Professorial, and Faculty – Instructor Rank. This is consistent with CUNY policies that it should recruit as broadly as possible in these groups; CUNY also can offer relocation assistance for hires in these groups.
- For Faculty in the Lecturer group, a two-state region of New York and New Jersey is utilized because IPEDS completion data is only available by State and recruiting is regional rather than national.
- A New York State-only labor market is applied to the following groups, as due to statute, New York State residency is required for appointments to titles in these groups:
  - College Security Assistant
  - Campus Peace Officer
  - Campus Public Safety Sergeant

- Security Manager
- The New York/New Jersey Metropolitan Statistical Area (MSA) will be utilized as the labor market for all remaining non-faculty job groups. A review of hires in the past year indicates that 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

#### Qualifications – Other than Collegiate Faculty

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

#### Qualifications - Collegiate Faculty – Federal Plan

Collegiate Faculty are assigned to the Professorial, Instructor, or Lecturer job groups. Availability for these groups in the federal plan is based on a combination of degree requirements and academic discipline.

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

#### Qualifications – Collegiate Faculty - Italian American Plan

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

#### Italian American Ancestry

In the American Community Survey, respondents are asked to write in up to two ancestries in the survey. The major categories coded for Italian American ancestry are either Italian (051) or Sicilian (068).

Italian American availability indicates people who indicated Italian American ancestry exclusively and in combination with another ancestry. The current calculation takes into account the order in which respondents enter ancestry data. The currently agreed-upon method for calculating Italian American availability for CUNY from the American Community Survey data is:

- 100% of the first answers to the question (e.g., someone answers, “Italian”, then “Irish” and is counted at 100%)
- 50% of the second answers to the question (e.g., someone answers, “Irish”, then “Italian” and is counted at 50%).
- Individuals answering with Italian and/or Sicilian as both choices are counted only once (at 100%).

## UTILIZATION ANALYSIS

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

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

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

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

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

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

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

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

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

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

#### **Exhibit: Summary of Underutilization and Goals**

See following page.

## Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)

### Baruch 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 provides three measurements:

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

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

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

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

### Category: Executive/Administrative/Managerial

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Administration 1 (Executive)</b>								
	2018	30					2	
	2019	33						1
	2019 Hypothetical using 2018 Labor Mkt	33						1
<b>Administration 2 (Manager)</b>								
	2018	153						
	2019	155				7		4
	2019 Hypothetical using 2018 Labor Mkt	155						

### Category: Professional Non-Faculty

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Accountant</b>								
	2018	6				1	1	
	2019	6				2		
	2019 Hypothetical using 2018 Labor Mkt	6				2		
<b>Administration 3 (Professional)</b>								
	2018	190						17
	2019	199						21

**Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)**

**Category: Professional Non-Faculty**

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Administration 3 (Professional)</b>								
2019	Hypothetical using 2018 Labor Mkt	199						19
<b>IT Computer Professional</b>								
2018		25						3
2019		25	4					2
2019	Hypothetical using 2018 Labor Mkt	25						3

**Category: Administrative Support Workers**

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Accountant Assistant</b>								
2018		6						1
2019		7						1
2019	Hypothetical using 2018 Labor Mkt	7						1
<b>Administrative Assistant</b>								
2018		23					2	
2019		21					1	1
2019	Hypothetical using 2018 Labor Mkt	21					2	1
<b>Office Assistant</b>								
2018		61						7
2019		53						6
2019	Hypothetical using 2018 Labor Mkt	53						6

**Category: Craft Workers**

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Basic Crafts-Buildings and Grounds</b>								
2018		9	2					
2019		12	2		1	1		
2019	Hypothetical using 2018 Labor Mkt	12	2					
<b>Skilled Trades</b>								
2018		24		3	1	2		2
2019		23		7		3	4	1
2019	Hypothetical using 2018 Labor Mkt	23		4		2	2	1

**Exhibit: Summary of Historical Changes in Underutilization -Staff and College Lab Techs (Italian American Plan)**

**Category: Technicians**

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Administration 4 (College Lab Tech) - Sci/Tech/Eng</b>								
2019		5					1	
2019	Hypothetical using 2018 Labor Mkt	5						

**Category: Service Workers and Others**

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
<b>Campus Peace Officer</b>								
2019		34			2			5
2019	Hypothetical using 2018 Labor Mkt	34			1			1
<b>Campus Peace Officer (2018-CPO Level 1)</b>								
2018		58						7
<b>Campus Peace Officer (2018-CPO Level 2)</b>								
2018		6						
<b>Campus Public Safety Sergeant</b>								
2018		12	2		1			
2019		10	1					
2019	Hypothetical using 2018 Labor Mkt	10	1		1			
<b>Campus Security Assistant</b>								
2019		33						3
2019	Hypothetical using 2018 Labor Mkt	33						4
<b>Custodial</b>								
2018		76						6
2019		77						6
2019	Hypothetical using 2018 Labor Mkt	77						6
<b>Custodial Supervisor</b>								
2018		11	1					1
2019		10			1			1
2019	Hypothetical using 2018 Labor Mkt	10						1

## Exhibit: Summary of Historical Changes in Underutilization - Faculty (Italian American Plan)

### Baruch College

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

This summary provides three measurements:

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

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

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

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

### Faculty-Lecturer

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018		56	8		3		1	
2019		61		5	7			2
2019	Hypothetical using 2018 Labor Mkt	61	9		2			

### Faculty-Librarian

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2019		21	7					
2019	Hypothetical using 2018 Labor Mkt	21	7					

### Faculty-Professorial

		UNDERUTILIZATION						
		Total Staff	Female	Total Minority	Asian/NatH aw./Other Pac. Isl.	Black/ African Am.	Hispanic/ Latino	Italian American
2018		437	47			23		
2019		428						
2019	Hypothetical using 2018 Labor Mkt	428	48			22		

## Utilization, Underutilization, and Placement Goals

### No underutilization

Faculty	Staff
English History	Administration 1 (Executive) Administration 3 (Professional) Accountant Assistant Office Assistant Campus Security Assistant Custodial

### Reduction in underutilization (Changes from 2018 – 2019)

Faculty	Staff
<p><b>Communications, Journalism, and Related Programs:</b> Underutilization for Blacks was reduced for 1 to 0.</p> <p><b>Legal Professions and Studies:</b> Underutilization for Blacks was reduced from 2 to 1.</p> <p><b>Social Science:</b> Underutilization for Hispanics was reduced from 2 to 1.</p>	<p><b>Accountant:</b> Underutilization for Asians was reduced from 1 to 0.</p> <p><b>Administrative Assistant:</b> Underutilization for Hispanics was reduced from 2 to 1.</p> <p><b>Skilled Trades:</b> Underutilization for Asians was reduced from 1 to 0.</p> <p><b>Administration 4 (College Lab Tech) – Sci/Tech/Eng:</b> Underutilization for Hispanics was reduced from 1 to 0.</p> <p><b>Campus Peace Officer:</b> Underutilization for Asians was reduced from 2 to 1.</p> <p><b>Campus Public Safety Sergeant:</b> Underutilization for females was reduced from 2 to 1. Underutilization for Asians was reduced from 1 to 0.</p> <p><b>Custodial Supervisor:</b> Underutilization for females was reduced from 1 to 0.</p>

Above changes in underutilization maybe due to the change in labor market availability data used in this year’s version of the Affirmative Action Plan.

Marxe’s School of Public and International Affairs (SPIA) has an active Faculty Diversity Committee. A member of that committee serves on every one of SPIA’s searches and

recommends strategies for improving the diversity of the pools. They also recommend diversity initiatives that are not directly related to hiring. The Zicklin School continues to invest in the PhD Project for long term deployment of underrepresented populations.

During the FY 18-19, the Weissman School completed 22 faculty hires, which included lecturers. Out of the 22 faculty hires 11 were female. Of these 11 females, 3 were African American, 2 were Asian and 2 were Hispanic. This was achieved by working closely with different departments in order to maximize the chances that underrepresented were hired in the school.

In addition, Appendix E reports that there is no underutilization in the Administration 1 (Executive) job group. In total, 18 of the 33 employees in this job group are females. In addition, 11 of the 33 employees are minorities. The underutilization of Hispanics was reduced from 2 to 0. Out of the 5 hires made in this job group, there was a Black female, Hispanic female and a Hispanic male.

## **OTHER ANALYSES**

### **Personnel Activity**

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

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

categories:

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

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

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

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

1, 2018.

The tenure report tracks the following statuses:

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

Appendix F reports a total of 14 faculty members who have received tenure. No faculty members were denied tenure this FY. Out of the 14 faculty members, 11 faculty members gained tenure and 3 faculty members were hired with tenure. Out of the 11 faculty members that gained tenure, 1 was a Hispanic female. In addition, 3 were female. Out of the 3 faculty members hired with tenure, 2 were female.

## **Recruiting Activity**

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

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

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

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

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

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

Applicant categories follow the federal guidelines for Internet Applicants:

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

- Interview (Selected for an interview, and interviewed)
- Offer/Hire (Selected for the position)

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans in attract diverse, qualified applicant pools. There was a large decrease in the amount of applicants that applied to positions at Baruch this year compared to the previous two years. The decrease might be, in part, caused by many of the college’s searches being closed due to budgetary issues. Also, compared to last year which had 167 job openings, the current year only had 68 job openings.

	<b>2018-2019</b>	<b>2017-2018</b>	<b>2016-2017</b>
Total number of job openings	68	167	76
Total number of jobs filled	65	130	69
Total number of applicants for all jobs	3,935	17,442	11,125
Total number of applicants hired	67	152	77

### Hiring from Civil Service Applicant Pools

The College participated in 6 University-wide hiring pools for Classified Civil Service hires. At a hiring pool, applicants who are pre-qualified based on a Civil Service examination score indicate their interest in working at one or more Colleges, and colleges make selections as per Civil Service regulations. These hires are included in the counts of employees hired in [Appendix F](#) and the counts of applicants in [Appendix G](#).

Title	Number of Hires	Demographics
Campus Security Assistant (2 hiring pools 10/9/2018 & 2/4/2019)	4 Hires	3x Black, Female 1x Asian, Male
Oiler (1 hiring pool 9/17/2018)	1 Hire	1x Asian, Male
Maintenance Worker (1 hiring pool 9/26/2018)	2 Hires	1x Black, Male 1x Hispanic, Male
Stationary Engineer (2 hiring pools 8/16/2018 & 9/7/2018)	4 Hires	4x White, Male

## **PART THREE: ACTION-ORIENTED PROGRAMS**

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

Part Three contains:

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

## IMPLEMENTATION OF PRIOR-YEAR PROGRAMS

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

### Summary of Campus Programs, 2018-2019

Program	Impact
<p><b>Richard Rothstein - The Color of Law: A Forgotten History of How Our Government Segregated America</b></p> <p>Richard Rothstein is a research associate of the Economic Policy Institute and fellow at the Thurgood Marshall Institute of the NAACP Legal Defense Fund, he made remarks, answered questions, and signed copies of his book, <i>The Color of Law</i>. The book expands upon and provides a national perspective on his recent work that has documented the history of state-sponsored residential segregation.</p>	<p>All of the listed programs helped foster a climate of inclusion. Furthermore, some of the programs have help inform the campus community regarding issues of racial justice and fairness.</p> <p>Gillian Thomas – Sex Discrimination at Work: Then and Now and Being Queer in the Workplace: A panel discussion yielded useful information regarding the struggles women and LGBTQ employees encounter in the workplace.</p> <p>CURB activities, which have included book discussions open to campus community, have connected faculty and staff to continue discussions on best practices for achieving diversity.</p>
<p><b>CERRU: The Center for Ethnic, Racial, and Religious Understanding (CERRU)</b></p> <p>Queens College provided a workshop for Baruch staff on building and fostering cultural competency skills through the use of dialogue and undoing bias techniques.</p>	
<p><b>Being Queer in the Workplace: A Panel</b></p> <p>This event offered, in collaboration with the Starr Career Development Center and the Office of Alumni Relations and Volunteer Engagement, a panel of professionals who addressed widely held concerns of the LGBTQ+ community in the workplace.</p>	
<p><b>Loud and Proud: An LGBTQ + Faculty &amp; Staff Teach-in</b></p> <p>This event promoted dialogue around issues, concerns, and pride at Baruch.</p>	

<p>Welcoming remarks were given by Weissman School Dean Aldemaro Romero Jr., PhD. The event was facilitated by multiple Professors at Baruch and was sponsored by the Office of Diversity, Compliance &amp; Equity Initiatives.</p>	
<p><b>LGBTQ+ Allies Meet &amp; Greet</b></p> <p>Faculty, staff, alumni, and student allies joined together to help foster and further develop a supportive and inclusive community at Baruch</p>	
<p><b>“Promoting Equality in an Age of Austerity: The Role for State and Local Governments”</b></p> <p>The National Academy of Public Administration (NAPA) Social Equity Leadership Conference on “Promoting Equality in an Age of Austerity. The Role for State and Local Governments”: They examined best practices designed to achieve racial, gender, and economic equity in the current climate of reduced federal budgets. It was co-sponsored by NAPA’s Standing Panel on Social Equity in Governance and the Marxe School of Public and International Affairs.</p>	
<p><b>Peace Corp Panel</b></p> <p>This event included a panel of returned Peace Corps volunteers who work and teach at Baruch. The event took place during the College’s International Education Week (November 12–16), offering a discussion of service and a Q&amp;A with panelists.</p>	
<p><b>Gillian Thomas – Sex Discrimination at Work: Then and Now</b></p> <p>Gillian Thomas is a senior staff attorney with the American Civil Liberties Union Women’s Rights Project. She previously</p>	

litigated sex discrimination cases at the U.S. Equal Employment Opportunity Commission and at Legal Momentum (formerly NOW Legal Defense and Education Fund) as well as at private firms in New York and Philadelphia. She is the author of *Because of Sex: One Law, Ten Cases, and Fifty Years That Changed American Women's Lives at Work* (St. Martin's Press, 2016).

Ms. Thomas discussed her book as well as the Supreme Court's landmark sex discrimination cases. She spoke about how history can teach us about the fight to achieve gender justice on the job. In addition, she provided answers to the following questions: What are the existing legal protections for working women? How were those victories won? And what lessons can we learn from those past battles, in order to make progress in the future?

**Ajay Nair, PhD President of Arcadia University The Inaugural Robert C. Weaver President Lecture Series**

The inaugural lecture focused on diversity and leadership in honor of Baruch College's first president, Robert C. Weaver. In addition to his legacy at Baruch College, Dr. Weaver is remembered as the first African American to be appointed to a U.S. cabinet-level position. He served as the first U.S. Secretary of Housing and Urban Development from 1966 through 1968 and Baruch College president from 1968 through 1970.

The inaugural speaker was **Ajay Nair, PhD, president of Arcadia University**, a nationally recognized expert in student affairs issues and an accomplished social justice, race, and ethnicity scholar. Dr. Nair was the first person of color to be appointed president at Arcadia and is among the first college or university presidents of Indian American descent in the U.S. His talk, entitled "Leading from the Center," focused on higher education's mission in the 21st century—what it means and what it takes to be influential in the current context—and

left attendees with a call to action regarding influence, advocacy, and authentic leadership.	
<p><b>CURB Meetings</b></p> <p>The Baruch "Coalition to Undo Racism at Baruch" is a monthly meeting for administrators, faculty and staff who have attended the Undoing Racism Workshop and wish to continue connecting about the workshop and anti-racist work on campus.</p>	

## IMPLEMENTATION OF 2019-2020 PROGRAMS

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

### Planned Campus Programs, 2019-2020

Program	Expected Impact
<p><b>Dionne Ford, co-editor of <i>Slavery's Descendants: Shared Legacies of Race and Reconciliation</i></b>: The contributors to the book tell their stories of dealing with America's racial past through their experiences and their family histories. Some are descendants of slaveholders, some are descendants of the enslaved, and many are descendants of both slaveholders and the enslaved. They share a commitment for critical discussion and thinking about our nation's history of oppression and its impact and their quest to achieve a vision of a just and truth society that acknowledges the past and seeks to heal.</p>	<p>All of the listed programs will help foster a climate of inclusion. Furthermore, some of the programs will help inform the campus community about racial justice and fairness issues.</p>
<p><b>Mix and Mingle, Black Male Initiative:</b> (BMI) staff invites all faculty and staff to connect with the BMI staff to explore opportunities for partnership and collaborations.</p>	
<p><b>Challenging Historical Adversities Today:</b> An educational dialogue about anti-blackness</p>	

Program	Expected Impact
ideologies in the Latinx community.	
<p><b>Latinos Profesionales:</b> Latinx professionals from various fields will discuss what it is like to be Latinx in the work environment. Co-sponsored by the Office of Alumni Relations and Volunteer Engagement and the Starr Career Development Center.</p>	
<p><b>LGBTQ and Allies Meet and Greet:</b> An event to network with faculty, staff, alumni, and students. To help foster and further develop a supportive and inclusive community at Baruch.</p>	
<p><b>LGBTQ+ Alumni and Employer Event:</b> The Starr Career Development Center and the Office of Alumni Relations and Volunteer Engagement, are hosting a professional event focusing on the experiences of being LGBTQ+ in the workplace. This event will feature a panel of professionals and employers.</p>	
<p><b>Transgender Day of Remembrance:</b> Join us as we remember and celebrate those who have been killed by transgender based violence. Learn about what you can do to support those impacted.</p>	

## ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION

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

- Sends job postings to State Workforce Agencies and Veterans’ career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations
- Publishes guides and training materials on effective recruiting and selection

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

In 2018-2019, the University implemented a University-wide on-line training program for faculty and staff on sexual harassment prevention. The College is in the process of assuring that all employees benefit from this training.

Recruitment policies support developing diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days
- Collection of all applications into a single automated system where pre-established screening practices relevant to the specific function may be applied
- A job application process where candidates are automatically invited to self-identify race/ethnicity, gender, veteran status, and disability status; data is kept confidentially and used to analyze the composition of applicant pools
- For many positions, a committee recruiting process by which a diverse team evaluates candidates according to consistent criteria and job-related interview questions
- An annual survey of newly appointed employees to identify potential areas of concern in how the College communicates with its candidates.

## **INTERNAL AUDIT AND REPORTING**

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

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

- Monitoring records of personnel activities, including new hires, transfers, promotions, and terminations
- Monitoring the status of employee self-identification programs
- Reviewing the effectiveness of recruiting outreach and advertising
- Monitoring complaints or incident reports which may indicate underlying trends

- Reviewing personnel activities and the Affirmative Action Plan with senior level officers
- Advising management of program effectiveness and provide recommendations for improvement.

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

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

# APPENDICES

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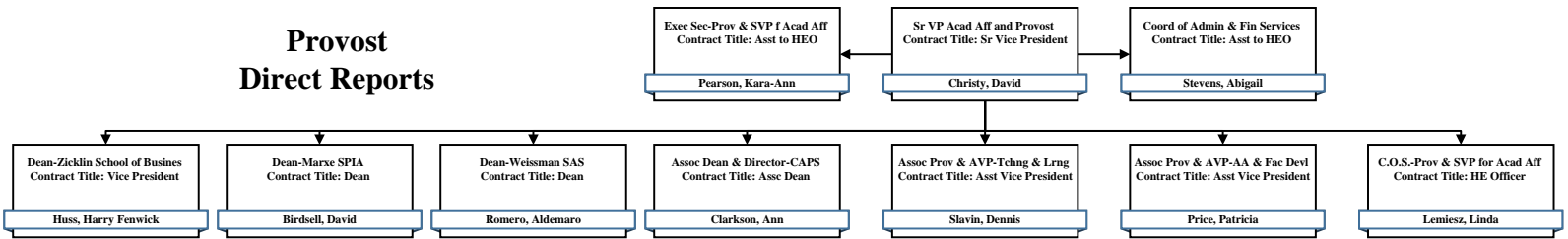
- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL ACTIVITIES
- G. SUMMARY OF RECRUITMENT ACTIVITIES

## APPENDIX A - ORGANIZATION CHART

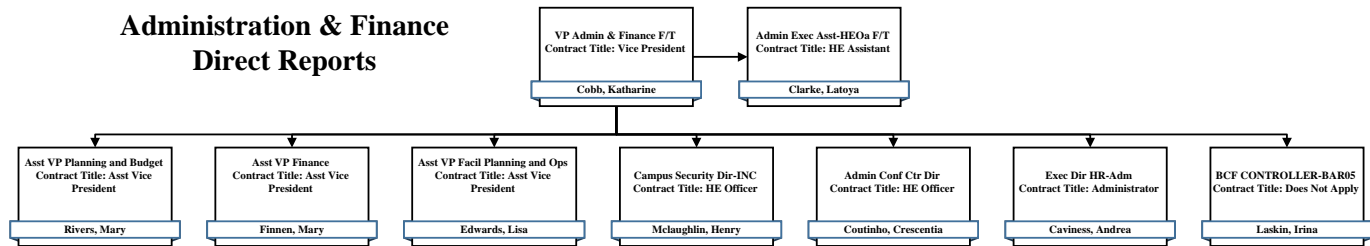
### Baruch College

This Appendix provides a high-level organization chart.

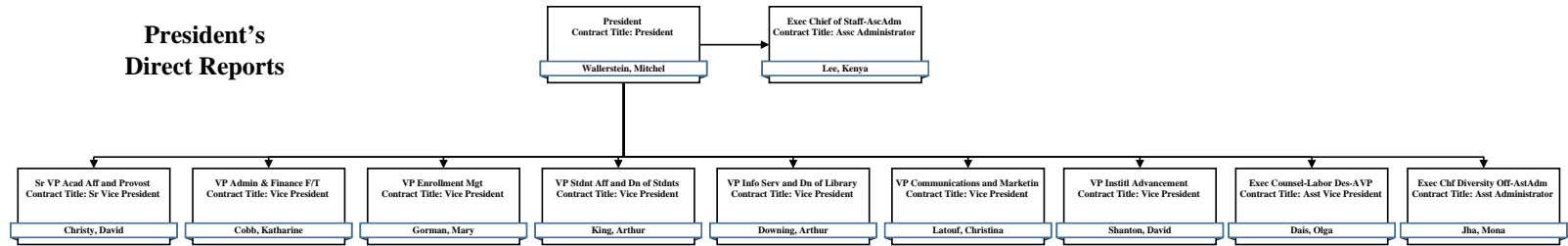
# Provost Direct Reports



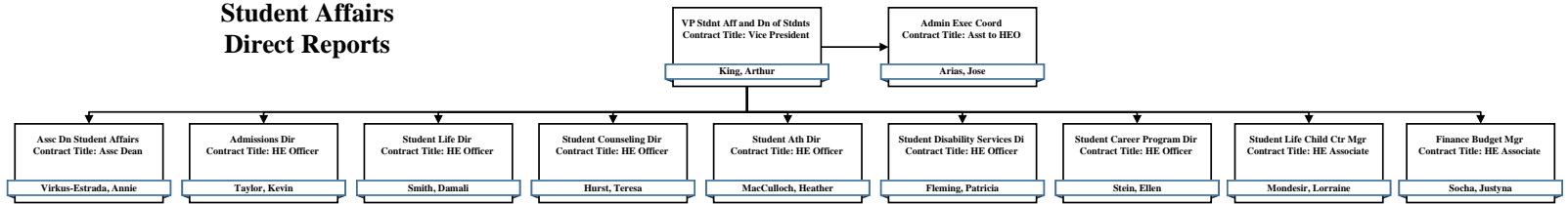
## Administration & Finance Direct Reports



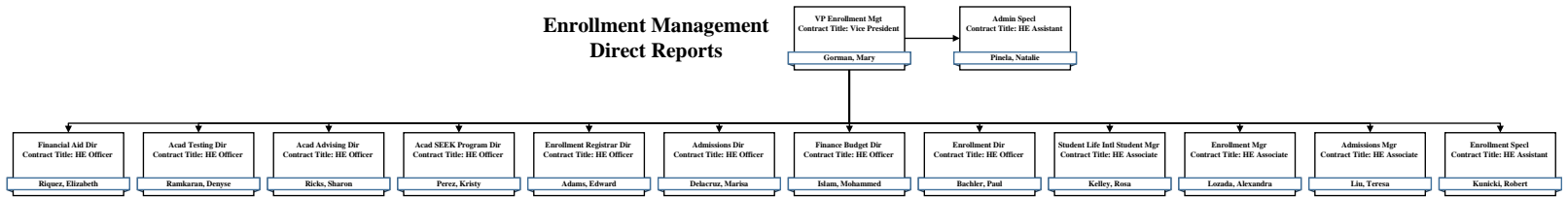
# President's Direct Reports



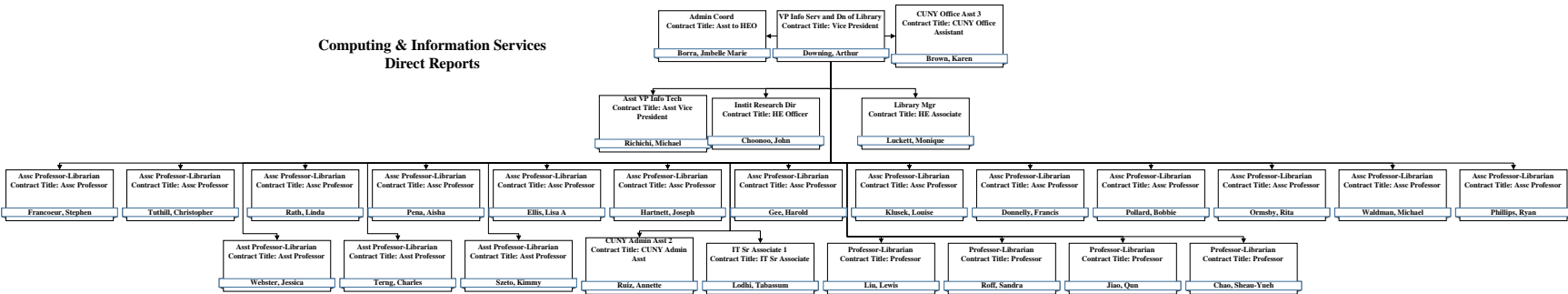
## Student Affairs Direct Reports



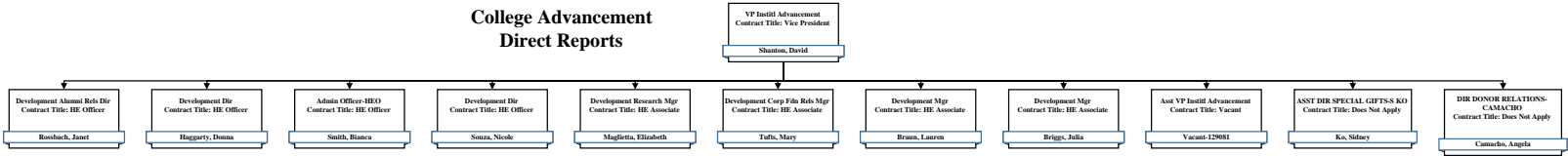
## Enrollment Management Direct Reports



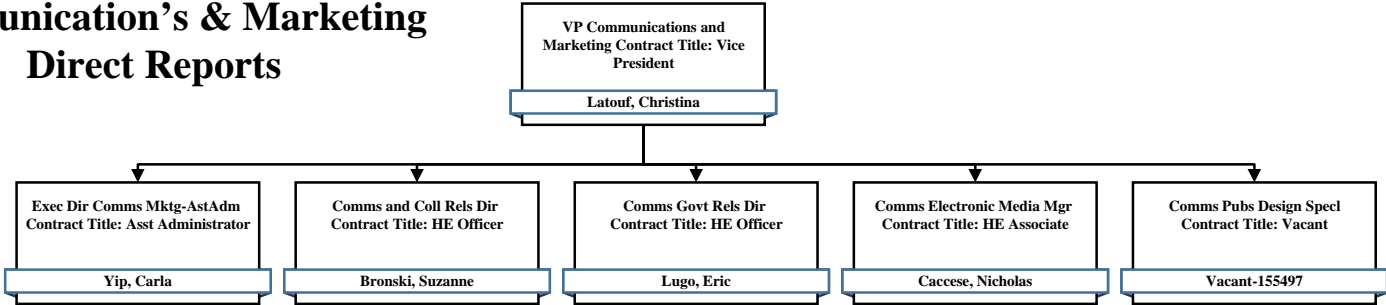
## Computing & Information Services Direct Reports



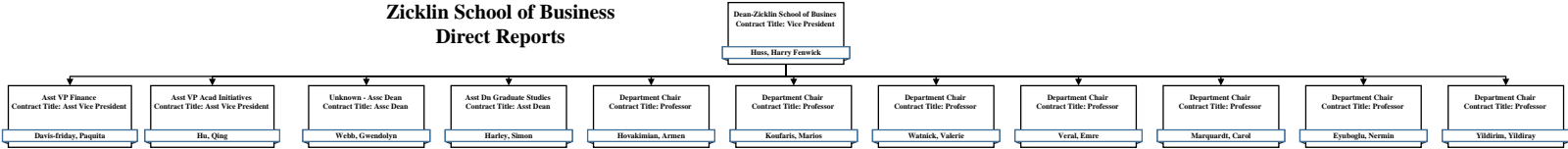
# College Advancement Direct Reports



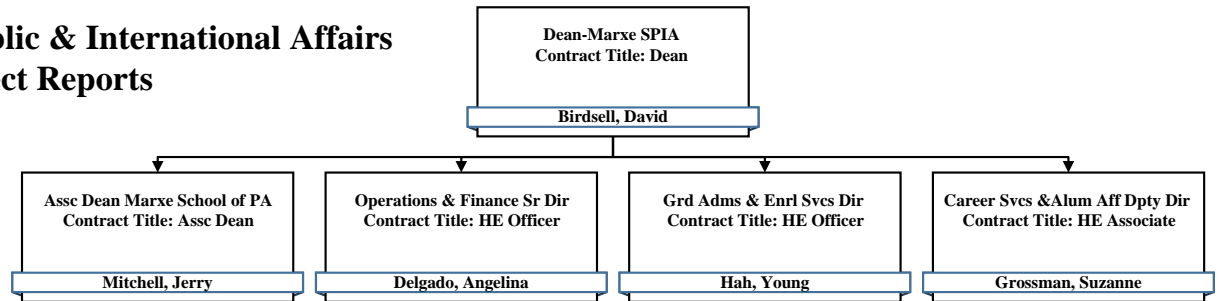
# Communication's & Marketing Direct Reports



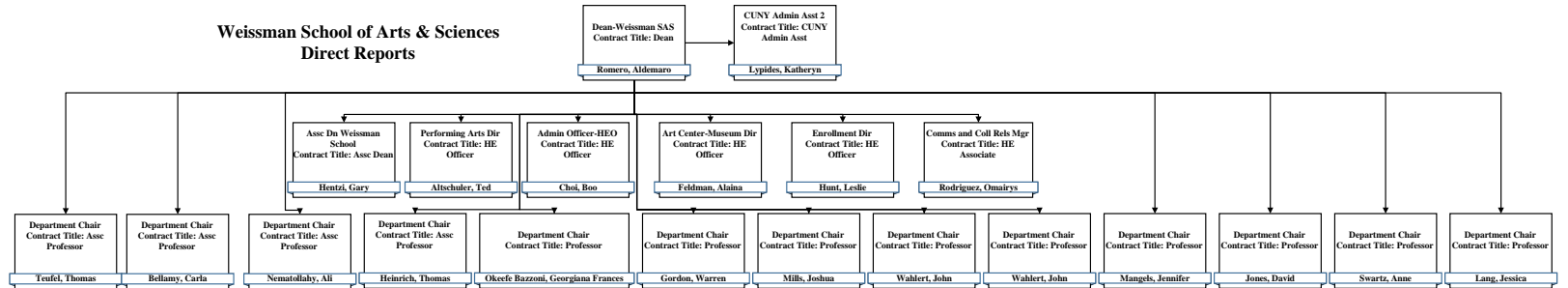
# Zicklin School of Business Direct Reports



## Marxe School of Public & International Affairs Direct Reports



## Weissman School of Arts & Sciences Direct Reports



## APPENDIX B - REAFFIRMATION LETTER

### Baruch College

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

## Message from the President

March 7, 2019

### **Reaffirmation of Baruch's Commitment to Diversity, Equal Opportunity, and Affirmative Action**

To the Baruch College Community:

Baruch College, as part of The City University of New York (CUNY), has a long-standing commitment to diversity and equal opportunity. We know that our students, faculty, and staff have dedicated themselves to cultivating an inclusive community, and we appreciate these efforts, as we also acknowledge that efforts to achieve a diverse workforce and student body continue.

Baruch is located in New York City, which historically has been a vibrant and pluralistic community. We take special pride in our students who have assumed leadership roles in New York City and nationwide. Our diversity efforts acknowledge the need for the exchange of ideas and production of knowledge that is essential to our continued growth and to our students' success in our multicultural society, where differing values are heard and respected. Ensuring such plurality and diversity in the faculty, staff, and student body requires active efforts in recruitment and retention and promoting a climate of openness and participation.

Baruch's Chief Diversity Officer Mona Jha, Esq., is assigned the responsibility for implementing and monitoring our compliance program. Any individual who believes that she or he has experienced employment discrimination should immediately contact Ms. Jha at [Diversity@baruch.cuny.edu](mailto:Diversity@baruch.cuny.edu) or 646-312-4540; her office is located in Steven L. Newman Hall, 137 East 22nd Street, Room 204. She additionally serves as Baruch's Title IX coordinator and Section 504/ADA coordinator. The provosts, vice presidents, deans, directors, managers, and supervisors all share responsibility for ensuring our compliance with these policies and laws.

I once again would like to thank the students, faculty, and staff who have dedicated themselves to assisting us in this effort by modeling respectful communication. Our special responsibility to educate our students and enhance our scholarly environment compels active and supportive communication and constructive engagement as we strive for meaningful progress.

I invite you to visit the policies section of our website to view the [Equal Opportunity Policy](#) in its entirety, including the complaint procedures and prohibition against retaliation.

I ask for your continued support to ensure equal opportunity, affirmative action, and diversity and inclusion in *all* aspects at Baruch College.

Sincerely,

Mitchel B. Wallerstein, PhD  
President

**Baruch** COLLEGE

**CU  
NY**

## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

### Baruch College

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: 1,234

**Category: Executive/Administrative/Managerial**

**Administration 1 (Executive)**

Employee Count: 33

Executive Compensation Plan (Other Than Chief Executive)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

Title(s)	Employee(s)
Administrator	1
Assc Administrator	1
Assc Dean	6
Asst Administrator	5
Asst Dean	1
Asst Vice President	9
Dean	2
Sr Vice President	1
Vice President	7

**Category: Executive/Administrative/Managerial**

**Administration 2 (Manager)**

Employee Count: 155

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).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 50.00% Employees in HE Assistant title as of 6/1/2018.

Title(s)	Employee(s)
HE Associate	92
HE Officer	63

**Facility Manager**

Employee Count: 1

Facility Superintendents (Managerial)

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Chief Admin Supt - Competitive	1

**Category: Executive/Administrative/Managerial**

**IT Computer Manager**

Employee Count: 2

Information Technology Managers (Managerial)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers)
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
IT Computer Systems Mgr	2

**Security Manager**

Employee Count: 2

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).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

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

**Category: Professional Faculty**

**Faculty-Lecturer**

Employee Count: 61

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

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce with Bachelor's Degree or Master's Degree.
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Clinical Professor	1
Dist Lecturer	12
Lecturer	34
Lecturer Doct Sch	14

**Faculty-Librarian**

Employee Count: 21

CUNY Librarians with faculty appointments

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce with Master's Degree in the occupation Librarian (2430).
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Assc Professor	14
Asst Professor	3
Professor	4

**Category: Professional Faculty**

**Faculty-Professorial**

Employee Count: 428

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

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
1-Ext Italian-Amer.		2013-2017 ACS, Nationwide workforce, with Doctoral Degree, in the occupation 2200 (Post-Secondary Teachers)
2-Internal (all groups)	100.00%	NA

Title(s)	Employee(s)
Assc Professor	128
Asst Professor	130
Dist Professor	5
Professor	164
Visiting Professor	1

**Category: Professional Non-Faculty**

**Accountant**

Employee Count: 6

Accountants (Professionals)

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
Finance Accountant	3
Purchasing Agent	3

**Administration 3 (Professional)**

Employee Count: 199

Entry and Mid-Level Administrators (Professionals)

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Title(s)	Employee(s)
Asst to HEO	94
HE Assistant	104
Research Assc	1

**Category: Professional Non-Faculty**

**Administration 5 (Engineer-Architect)**

Employee Count: 2

Engineers, Architects and related professional staff

**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).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 0.00% NA

Title(s)	Employee(s)
Interior Designer	1
Project Mgr	1

**IT Computer Professional**

Employee Count: 25

Information Technology Professionals

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

Title(s)	Employee(s)
IT Associate	7
IT Asst	10
IT Bus Data Rep Analyst	1
IT Sr Associate	7

**Category: Administrative Support Workers**

**Accountant Assistant**

Employee Count: 7

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookkeeping, Accounting, and Auditing Clerks).
1-Ext Italian-Amer.		ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookkeeping, Accounting, and Auditing Clerks). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

Title(s)	Employee(s)
Finance Accountant Asst	7

**Administrative Assistant**

Employee Count: 21

Administrative Support Staff-Senior Level

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
CUNY Admin Asst	21

**Category: Administrative Support Workers**

**Mail Services Worker**

Employee Count: 3

Mail Services Workers

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in occupation 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 0.00% NA

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

**Office Assistant**

Employee Count: 53

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).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 0.00% NA

Title(s)	Employee(s)
CUNY Office Assistant	53

**Category: Technicians**

**Administration 4 (College Lab Tech)**

Employee Count: 7

College Laboratory Technicians (abbreviated as "CLT")

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Chief College Lab Tech	1
College Lab Tech	2
Sr College Lab Tech	4

**Broadcast/Media**

Employee Count: 4

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

**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).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

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

**Category: Technicians**

**IT Support Technician**

Employee Count: 1

IT Technical Support Workers

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 0.00% NA

Title(s)	Employee(s)
IT Support Asst	1

**Category: Craft Workers**

**Basic Crafts-Buildings and Grounds**

Employee Count: 12

Buildings and Grounds Workers

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Maintenance Worker	11
Motor Vehicle Operator	1

**Laborers and Helpers**

Employee Count: 2

Entry-Level Craft Workers

In 2017, split from Skilled Trades

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	40.00%	Employees in the Custodial Assistant and Maintenance Worker titles, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Plumber Helper	1
Stock Worker	1

**Category: Craft Workers**

**Skilled Trades**

Employee Count: 23

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).
1-Ext Italian-Amer.		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), 8610 (Stationary Engineers and Boiler Operators). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Carpenter	4
Electrician	3
High Pressure Plant Tender	1
Locksmith	1
Oiler	1
Painter	3
Plumber	2
Stationary Engineer	7
Thermostat Repairer	1

**Skilled Trades-Supervisor**

Employee Count: 2

Skilled Trades Supervisors

**Labor Market Availability Factors**

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

Title(s)	Employee(s)
Carpenter Supervisor	1
Painter Supervisor	1

**Category: Service Workers and Others**

**Campus Peace Officer**

Employee Count: 34

Campus Security-Mid Level Staff

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	0.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).

2-Internal (all groups) 20.00% Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employee(s)
Campus Peace Officer	34

**Campus Public Safety Sergeant**

Employee Count: 10

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.
1-Ext Italian-Amer.		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 (all groups)	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

Title(s)	Employee(s)
Campus Pub Safety Sergeant	8
Campus Security Specialist	2

**Category: Service Workers and Others**

**Campus Security Assistant**

Employee Count: 33

Campus Security-Entry Level Staff

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

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
1-Ext Italian-Amer.		2013-2017 ACS, New York State residents within the NY/NJ MSA 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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Campus Security Asst	33

**Custodial**

Employee Count: 77

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).
1-Ext Italian-Amer.		2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 4220 (Janitors and Building Cleaners). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	0.00%	NA

Title(s)	Employee(s)
Custodial Assistant	77

**Category: Service Workers and Others**

**Custodial Supervisor**

Employee Count: 10

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).
1-Ext Italian-Amer.		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). Italian American = 100% of First Ancestry and 50% of Second Ancestry for 051 (Italian) and 068 (Sicilian).
2-Internal (all groups)	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

Title(s)	Employee(s)
Custodial Asst Principal Supv	1
Custodial Principal Supv	1
Custodial Sr Supervisor	2
Custodial Supervisor	6

## APPENDIX C - JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS (ITALIAN AMERICAN PLAN)

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

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

## APPENDIX D-1 - COLLEGE LAB TECHNICIAN CATEGORIES

### Baruch College

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

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

Full-Time Employee Count: 7

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#### College Lab Tech-Blended Science Engineering Technical

Employees: 5

Department ID	Department Name	Number of Technicians
10208	Natural Sciences	5

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#### College Lab Tech-Other

Employees: 2

Department ID	Department Name	Number of Technicians
10172	Journalism & Writing Profess	1
10204	Modern Languages & Comp Lit	1

## APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)

### Baruch College

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

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

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

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

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Executive/Administrative/Managerial

**Job Group:** Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-Time Employees: 33

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04316	Asst Vice President
04314	Dean
04701	Sr Vice President
04702	Vice President

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	18	11	3	5	3	1
<b>Underutilized (Y = Yes)</b>						Y
<b>Number Underutilized</b>						1
<b>Actual Utilization Percent</b>	54.5%	33.3%	9.1%	15.2%	9.1%	3.0%
<b>Labor Market Avail. Percent</b>	44.2%	27.7%	9.8%	8.8%	7.9%	7.2%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Executive/Administrative/Managerial

**Job Group:** Administration 2 (Manager)

Description: Manager-Level Administrators

Full-Time Employees: 155

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	Italian American
<b>Number of Employees</b>	108	69	19	23	27	11
<b>Underutilized (Y = Yes)</b>				Y		Y
<b>Number Underutilized</b>				7		4
<b>Actual Utilization Percent</b>	69.7%	44.5%	12.3%	14.8%	17.4%	7.1%
<b>Labor Market Avail. Percent</b>	57.4%	48.1%	11.0%	19.6%	15.7%	10.0%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Professional Non-Faculty

**Job Group:** Accountant

Description: Accountants (Professionals)

Full-Time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	6	5	4	0	1	0
<b>Underutilized (Y = Yes)</b>				Y		Y
<b>Number Underutilized</b>				2		0
<b>Actual Utilization Percent</b>	100.0%	83.3%	66.7%	0.0%	16.7%	0.0%
<b>Labor Market Avail. Percent</b>	83.6%	72.6%	20.5%	34.2%	17.8%	4.1%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Professional Non-Faculty

**Job Group:** Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-Time Employees: 199

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	Italian American
<b>Number of Employees</b>	146	138	41	50	46	4
<b>Underutilized (Y = Yes)</b>						Y
<b>Number Underutilized</b>						21
<b>Actual Utilization Percent</b>	73.4%	69.3%	20.6%	25.1%	23.1%	2.0%
<b>Labor Market Avail. Percent</b>	69.0%	43.4%	12.3%	16.7%	12.5%	12.8%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Professional Non-Faculty

**Job Group:** IT Computer Professional

Description: Information Technology Professionals

Full-Time Employees: 25

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	Italian American
<b>Number of Employees</b>	7	22	10	5	7	0
<b>Underutilized (Y = Yes)</b>	Y					Y
<b>Number Underutilized</b>	4					2
<b>Actual Utilization Percent</b>	28.0%	88.0%	40.0%	20.0%	28.0%	0.0%
<b>Labor Market Avail. Percent</b>	42.3%	55.7%	28.0%	13.3%	12.7%	8.2%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Administrative Support Workers

**Job Group:** Accountant Assistant

Description: Accounting Support Staff (Accounting and Purchasing Agent Assistants a

Full-Time Employees: 7

Employees in this group hold the following titles:

Title ID	Title Name
04800	Finance Accountant Asst

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	5	6	2	2	2	0
<b>Underutilized (Y = Yes)</b>						Y
<b>Number Underutilized</b>						1
<b>Actual Utilization Percent</b>	71.4%	85.7%	28.6%	28.6%	28.6%	0.0%
<b>Labor Market Avail. Percent</b>	83.1%	49.2%	10.8%	19.3%	17.3%	14.0%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Administrative Support Workers

**Job Group:** Administrative Assistant  
**Description:** Administrative Support Staff-Senior Level  
**Full-Time Employees:** 21

Employees in this group hold the following titles:

<b>Title ID</b>	<b>Title Name</b>
04804	CUNY Admin Asst

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	17	15	3	8	4	0
<b>Underutilized (Y = Yes)</b>					Y	Y
<b>Number Underutilized</b>					1	1
<b>Actual Utilization Percent</b>	81.0%	71.4%	14.3%	38.1%	19.0%	0.0%
<b>Labor Market Avail. Percent</b>	90.3%	68.0%	7.5%	36.3%	24.0%	6.5%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Administrative Support Workers

**Job Group:** Office Assistant

Description: Administrative Support Staff-Entry Level

Full-Time Employees: 53

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	Italian American
<b>Number of Employees</b>	46	40	4	24	12	3
<b>Underutilized (Y = Yes)</b>						Y
<b>Number Underutilized</b>						6
<b>Actual Utilization Percent</b>	86.8%	75.5%	7.5%	45.3%	22.6%	5.7%
<b>Labor Market Avail. Percent</b>	87.9%	40.0%	7.8%	14.3%	16.2%	17.4%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Craft Workers

**Job Group:** Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-Time Employees: 12

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
91212	Motor Vehicle Operator

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	0	7	0	2	5	1
<b>Underutilized (Y = Yes)</b>	Y		Y	Y		
<b>Number Underutilized</b>	2		1	1		
<b>Actual Utilization Percent</b>	0.0%	58.3%	0.0%	16.7%	41.7%	8.3%
<b>Labor Market Avail. Percent</b>	16.1%	67.7%	11.7%	22.8%	31.3%	7.8%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Craft Workers

**Job Group:** Skilled Trades  
**Description:** Skilled Tradespeople  
**Full-Time Employees:** 23

Employees in this group hold the following titles:

Title ID	Title Name
04899	Carpenter
91717	Electrician
91650	High Pressure Plant Tender
04905	Locksmith
04891	Oiler
91830	Painter
91915	Plumber
04915	Stationary Engineer
91940	Thermostat Repairer

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	1	3	1	0	2	2
<b>Underutilized (Y = Yes)</b>		Y		Y	Y	Y
<b>Number Underutilized</b>		7		3	4	1
<b>Actual Utilization Percent</b>	4.3%	13.0%	4.3%	0.0%	8.7%	8.7%
<b>Labor Market Avail. Percent</b>	2.2%	45.1%	4.3%	13.1%	25.6%	13.9%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-Time Employees: 10

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	Italian American
<b>Number of Employees</b>	1	9	0	6	3	0
<b>Underutilized (Y = Yes)</b>	Y		Y			Y
<b>Number Underutilized</b>	1		0			0
<b>Actual Utilization Percent</b>	10.0%	90.0%	0.0%	60.0%	30.0%	0.0%
<b>Labor Market Avail. Percent</b>	21.9%	88.1%	4.9%	53.8%	27.4%	0.3%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Campus Peace Officer  
**Description:** Campus Security-Mid Level Staff  
**Full-Time Employees:** 34

Employees in this group hold the following titles:

<b>Title ID</b>	<b>Title Name</b>
04844	Campus Peace Officer

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	9	34	1	22	11	0
<b>Underutilized (Y = Yes)</b>			Y			Y
<b>Number Underutilized</b>			2			5
<b>Actual Utilization Percent</b>	26.5%	100.0%	2.9%	64.7%	32.4%	0.0%
<b>Labor Market Avail. Percent</b>	18.6%	53.8%	7.7%	24.1%	20.2%	15.9%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Campus Security Assistant  
**Description:** Campus Security-Entry Level Staff  
**Full-Time Employees:** 33

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	Italian American
<b>Number of Employees</b>	13	31	2	18	11	0
<b>Underutilized (Y = Yes)</b>						Y
<b>Number Underutilized</b>						3
<b>Actual Utilization Percent</b>	39.4%	93.9%	6.1%	54.5%	33.3%	0.0%
<b>Labor Market Avail. Percent</b>	19.8%	71.2%	6.9%	41.4%	20.4%	8.5%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Custodial Supervisor  
**Description:** Custodial Supervisors  
**Full-Time Employees:** 10

Employees in this group hold the following titles:

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

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	3	10	0	5	5	0
<b>Underutilized (Y = Yes)</b>			Y			Y
<b>Number Underutilized</b>			1			1
<b>Actual Utilization Percent</b>	30.0%	100.0%	0.0%	50.0%	50.0%	0.0%
<b>Labor Market Avail. Percent</b>	32.7%	74.5%	5.3%	30.5%	38.0%	5.8%

**APPENDIX E-1 - ADMINISTRATOR / STAFF UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

Category: Service Workers and Others

**Job Group:** Custodial

Description: Custodians-Entry Level

Full-Time Employees: 77

Employees in this group hold the following titles:

<b>Title ID</b>	<b>Title Name</b>
04861	Custodial Assistant

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino	Italian American
<b>Number of Employees</b>	31	72	9	24	39	0
<b>Underutilized (Y = Yes)</b>						Y
<b>Number Underutilized</b>						6
<b>Actual Utilization Percent</b>	40.3%	93.5%	11.7%	31.2%	50.6%	0.0%
<b>Labor Market Avail. Percent</b>	26.9%	68.0%	5.1%	19.8%	41.5%	7.6%

## APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN)

### Baruch College

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

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

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

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

**APPENDIX E-2 COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY (ITALIAN AMERICAN PLAN)**

**College Lab Tech - Science, Tech, Eng.**

Full-Time Employees: 5

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

**Department ID Department Name**

10208 Natural Sciences

	<b>Utilization Report</b>					
	<b>Female</b>	<b>Total Minority</b>	<b>Asian/Nat. Haw./Oth Pac. Isl.</b>	<b>Black/African Am.</b>	<b>Hispanic/ Latino</b>	<b>Italian American</b>
<b>Number of Employees</b>	3	2	1	1	0	0
<b>Underutilized (Y = Yes)</b>					Y	Y
<b>Number Underutilized</b>					1	1
<b>Actual Utilization Percent</b>	60.0%	40.0%	20.0%	20.0%	0.0%	0.0%
<b>Labor Market Avail. Percent</b>	27.8%	49.3%	22.4%	10.6%	14.2%	11.5%

## APPENDIX E-3 - FACULTY UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)

### Baruch College

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

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee.

Blanks indicate no underutilization.

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

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

**APPENDIX E-3 - FACULTY UTILIZATION BY JOB GROUP (ITALIAN AMERICAN PLAN)**

**Job Group Faculty-Professorial**

Total Faculty: 428

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	166	132	84	19	27	19
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	38.8%	30.8%	19.6%	4.4%	6.3%	4.4%
Labor Market Avail. Percent	42.5%	24.9%	14.0%	4.2%	4.8%	5.3%

**Job Group Faculty-Librarian**

Total Faculty: 21

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	10	10	6	2	2	2
Underutilized (Y = Yes)	Y					
Number Underutilized	7					
Actual Utilization Percent	47.6%	47.6%	28.6%	9.5%	9.5%	9.5%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%	5.7%

**Job Group Faculty-Lecturer**

Total Faculty: 61

	Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino	Italian American
Number of Faculty	28	14	2	7	5	5
Underutilized (Y = Yes)		Y	Y			Y
Number Underutilized		5	7			2
Actual Utilization Percent	45.9%	23.0%	3.3%	11.5%	8.2%	8.2%
Labor Market Avail. Percent	52.4%	31.3%	14.1%	7.7%	7.6%	10.9%

## APPENDIX F-1 - SUMMARY OF PERSONNEL ACTIVITY

### Baruch College

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

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

#### Personnel Action Categories

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

EEO Category Summary

Executive/Administrative/Managerial

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	4	19		14	5	(15)		(15)	-	2	1
<b>Male</b>	(3)	5	26%	4	1	(8)	53%	(8)	-	-	-
<b>Female</b>	6	13	68%	9	4	(7)	47%	(7)	-	2	1
<b>Other/Unknown</b>	1	1	5%	1	-	-	0%	-	-	-	-
<b>Total Min</b>	5	8	42%	5	3	(3)	20%	(3)	-	1	1
<b>Asian</b>	(1)	-	0%	-	-	(1)	7%	(1)	-	-	-
<b>Black</b>	2	3	16%	1	2	(1)	7%	(1)	-	1	1
<b>Hispanic</b>	4	5	26%	4	1	(1)	7%	(1)	-	-	-
<b>Other Minority</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Italian-American</b>	(2)	1	5%	1	-	(3)	20%	(3)	-	-	-
<b>White (Not Ital)</b>	1	10	53%	8	2	(9)	60%	(9)	-	1	-
<b>All White</b>	(1)	11	58%	9	2	(12)	80%	(12)	-	1	-
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	(2)	-	0%	-	-	(2)	13%	(2)	-	-	-
<b>Individuals w/Disabilities</b>	1	1	5%	-	1	-	0%	-	-	-	-

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

EEO Category Summary  
Professional Faculty

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	16	57		57	-	(41)		(40)	(1)	11	-
<b>Male</b>	11	34	60%	34	-	(23)	56%	(23)	-	7	-
<b>Female</b>	5	23	40%	23	-	(18)	44%	(17)	(1)	4	-
<b>Other/Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	11	24	42%	24	-	(13)	32%	(12)	(1)	1	-
<b>Asian</b>	2	11	19%	11	-	(9)	22%	(9)	-	-	-
<b>Black</b>	3	4	7%	4	-	(1)	2%	-	(1)	-	-
<b>Hispanic</b>	6	8	14%	8	-	(2)	5%	(2)	-	1	-
<b>Other Minority</b>	-	1	2%	1	-	(1)	2%	(1)	-	-	-
<b>Italian-American</b>	1	1	2%	1	-	-	0%	-	-	-	-
<b>White (Not Ital)</b>	4	32	56%	32	-	(28)	68%	(28)	-	10	-
<b>All White</b>	5	33	58%	33	-	(28)	68%	(28)	-	10	-
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Individuals w/Disabilities</b>	(1)	-	0%	-	-	(1)	2%	(1)	-	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 category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	8	40		35	5	(32)		(28)	(4)	3	1
<b>Male</b>	-	10	25%	10	-	(10)	31%	(9)	(1)	-	1
<b>Female</b>	8	30	75%	25	5	(22)	69%	(19)	(3)	3	-
<b>Other/Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	8	27	68%	24	3	(19)	59%	(17)	(2)	3	1
<b>Asian</b>	7	11	28%	10	1	(4)	13%	(4)	-	1	-
<b>Black</b>	(2)	6	15%	5	1	(8)	25%	(7)	(1)	1	-
<b>Hispanic</b>	3	10	25%	9	1	(7)	22%	(6)	(1)	1	1
<b>Other Minority</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Italian-American</b>	(2)	1	3%	-	1	(3)	9%	(3)	-	-	-
<b>White (Not Ital)</b>	2	12	30%	11	1	(10)	31%	(8)	(2)	-	-
<b>All White</b>	-	13	33%	11	2	(13)	41%	(11)	(2)	-	-
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Individuals w/Disabilities</b>	-	2	5%	2	-	(2)	6%	(1)	(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

Administrative Support Workers

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	(8)	6		6	-	(14)		(9)	(5)	4	12
<b>Male</b>	-	1	17%	1	-	(1)	7%	(1)	-	1	1
<b>Female</b>	(8)	5	83%	5	-	(13)	93%	(8)	(5)	3	11
<b>Other/Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	(4)	5	83%	5	-	(9)	64%	(6)	(3)	3	11
<b>Asian</b>	(2)	-	0%	-	-	(2)	14%	(1)	(1)	1	3
<b>Black</b>	(1)	2	33%	2	-	(3)	21%	(2)	(1)	1	5
<b>Hispanic</b>	(1)	3	50%	3	-	(4)	29%	(3)	(1)	1	3
<b>Other Minority</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Italian-American</b>	(1)	-	0%	-	-	(1)	7%	-	(1)	-	-
<b>White (Not Ital)</b>	(3)	1	17%	1	-	(4)	29%	(3)	(1)	1	1
<b>All White</b>	(4)	1	17%	1	-	(5)	36%	(3)	(2)	1	1
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	0%	-	-	-	2

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

EEO Category Summary

Technicians

	Net category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	1	1		1	-	-		-	-	-	-
<b>Male</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Female</b>	1	1	100%	1	-	-	0%	-	-	-	-
<b>Other/Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Asian</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Black</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Hispanic</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Other Minority</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Italian-American</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>White (Not Ital)</b>	1	1	100%	1	-	-	0%	-	-	-	-
<b>All White</b>	1	1	100%	1	-	-	0%	-	-	-	-
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Individuals w/Disabilities</b>	-	-	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 category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	2	9		9	-	(7)		(7)	-	1	3
<b>Male</b>	2	9	100%	9	-	(7)	100%	(7)	-	1	3
<b>Female</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Other/Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	1	3	33%	3	-	(2)	29%	(2)	-	1	1
<b>Asian</b>	-	-	0%	-	-	-	0%	-	-	1	1
<b>Black</b>	1	1	11%	1	-	-	0%	-	-	-	-
<b>Hispanic</b>	-	2	22%	2	-	(2)	29%	(2)	-	-	-
<b>Other Minority</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Italian-American</b>	1	1	11%	1	-	-	0%	-	-	-	2
<b>White (Not Ital)</b>	-	5	56%	5	-	(5)	71%	(5)	-	-	-
<b>All White</b>	1	6	67%	6	-	(5)	71%	(5)	-	-	2
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	1	1	11%	1	-	-	0%	-	-	-	-
<b>Individuals w/Disabilities</b>	-	-	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 category Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN CATEGORY (not counted in totals)	
		Additions #	Additions %	External Hires (CUNY or College)	Transfers or Promotions into this category	Subtractions #	Subtractions %	Separation (Left College or Left CUNY)	Transfers or Promotions out of this category	Advance-ments	Other Changes
<b>Total</b>	1	21		21	-	(20)		(20)	-	4	4
<b>Male</b>	(8)	8	38%	8	-	(16)	80%	(16)	-	2	2
<b>Female</b>	9	13	62%	13	-	(4)	20%	(4)	-	2	2
<b>Other/Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	3	20	95%	20	-	(17)	85%	(17)	-	4	4
<b>Asian</b>	(1)	1	5%	1	-	(2)	10%	(2)	-	-	-
<b>Black</b>	4	12	57%	12	-	(8)	40%	(8)	-	2	2
<b>Hispanic</b>	-	7	33%	7	-	(7)	35%	(7)	-	2	2
<b>Other Minority</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Italian-American</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>White (Not Ital)</b>	(2)	1	5%	1	-	(3)	15%	(3)	-	-	-
<b>All White</b>	(2)	1	5%	1	-	(3)	15%	(3)	-	-	-
<b>Unknown</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Veterans</b>	-	-	0%	-	-	-	0%	-	-	-	-
<b>Individuals w/Disabilities</b>	-	-	0%	-	-	-	0%	-	-	-	-

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

## APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)

### Baruch College

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

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

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

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

**APPENDIX F-2 - TENURE ACTIONS BY DEPARTMENT, JOB GROUP AND TITLE (ITALIAN AMER. PLAN)**

**Communication Studies**

Lecturer	Hired with Tenure	CCE Certificate Continuous Emp	Female	White
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**History**

Assc Professor	Gained Tenure	Tenured	Male	White
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**Mathematics**

Assc Professor	Gained Tenure	Tenured	Male	White
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Lecturer Doct Sch	Gained Tenure	CCE Certificate Continuous Emp	Male	White
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Lecturer Doct Sch	Gained Tenure	CCE Certificate Continuous Emp	Male	White
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**N P Loomba Dept of Mgt**

Assc Professor	Gained Tenure	Tenured	Male	White
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Assc Professor	Hired with Tenure	Tenured	Male	White
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**Natural Sciences**

Assc Professor	Gained Tenure	Tenured	Female	White
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**Philosophy**

Assc Professor	Gained Tenure	Tenured	Male	White
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**Psychology**

Assc Professor	Gained Tenure	Tenured	Male	White
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**Public Affairs**

Assc Professor	Hired with Tenure	Tenured	Female	White
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Assc Professor	Gained Tenure	Tenured	Male	White
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Assc Professor	Gained Tenure	Tenured	Female	Hispanic/Latino
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Asst Professor	Gained Tenure	Tenured	Female	White
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**Summary for the College**

<b>Total Staff:</b>	<b>Ttl Minority</b>	<b>Asian</b>	<b>Black/AfAm</b>	<b>Hispanic</b>	<b>Ital Amer</b>	<b>White Not Ital</b>	<b>Oth/Unk</b>
5 <b>Female</b>	1	0	0	1	0	4	0
9 <b>Male</b>	0	0	0	0	0	9	0
0 <b>Oth/Unk</b>	0	0	0	0	0	0	0
<b>14 Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>0</b>

## APPENDIX G - SUMMARY OF RECRUITING ACTIVITIES

### Baruch College

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

Category Summary

Executive-Administrative-Managerial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	1,128	842		83		18		16	
<b>Male</b>	378	285	34%	18	22%	2	11%	2	13%
<b>Female</b>	587	429	51%	55	66%	15	83%	13	81%
<b>Other</b>	160	126	15%	10	12%	1	6%	1	6%
<b>Total Min</b>	537	388	46%	41	49%	5	28%	5	31%
<b>Asian</b>	84	61	7%	6	7%	-	0%	-	0%
<b>Black</b>	258	188	22%	18	22%	2	11%	2	13%
<b>Hispanic/Latino</b>	163	116	14%	16	19%	3	17%	3	19%
<b>Two or More</b>	30	21	2%	1	1%	-	0%	-	0%
<b>Italian American</b>	58	46	5%	3	4%	-	0%	-	0%
<b>White (Not Ital)</b>	439	339	40%	36	43%	12	67%	10	63%
<b>All White</b>	497	385	46%	39	47%	12	67%	10	63%
<b>Unknown</b>	94	69	8%	3	4%	1	6%	1	6%
<b>Veterans</b>	8	5	1%	1	1%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	33	25	3%	4	5%	-	0%	-	0%

**Category Summary**

**Professional Faculty**

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	100	100		15		5		5	
<b>Male</b>	41	41	41%	7	47%	2	40%	2	40%
<b>Female</b>	36	36	36%	4	27%	1	20%	1	20%
<b>Other</b>	23	23	23%	4	27%	2	40%	2	40%
<b>Total Min</b>	45	45	45%	8	53%	3	60%	3	60%
<b>Asian</b>	22	22	22%	2	13%	-	0%	-	0%
<b>Black</b>	13	13	13%	3	20%	2	40%	2	40%
<b>Hispanic/Latino</b>	6	6	6%	2	13%	-	0%	-	0%
<b>Two or More</b>	2	2	2%	-	0%	-	0%	-	0%
<b>Italian American</b>	2	2	2%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	51	51	51%	6	40%	2	40%	2	40%
<b>All White</b>	53	53	53%	6	40%	2	40%	2	40%
<b>Unknown</b>	2	2	2%	1	7%	-	0%	-	0%
<b>Veterans</b>	1	1	1%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	5	5	5%	-	0%	-	0%	-	0%

Category Summary

Professional Non-Faculty

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	2,741	2,531		160		33		32	
<b>Male</b>	834	778	31%	42	26%	6	18%	6	19%
<b>Female</b>	1,611	1,485	59%	106	66%	25	76%	24	75%
<b>Other</b>	292	264	10%	12	8%	2	6%	2	6%
<b>Total Min</b>	1,865	1,716	68%	103	64%	21	64%	20	63%
<b>Asian</b>	469	423	17%	33	21%	7	21%	7	22%
<b>Black</b>	753	697	28%	40	25%	6	18%	5	16%
<b>Hispanic/Latino</b>	556	512	20%	26	16%	8	24%	8	25%
<b>Two or More</b>	77	75	3%	4	3%	-	0%	-	0%
<b>Italian American</b>	92	86	3%	7	4%	-	0%	-	0%
<b>White (Not Ital)</b>	639	597	24%	44	28%	12	36%	12	38%
<b>All White</b>	731	683	27%	51	32%	12	36%	12	38%
								-	
<b>Unknown</b>	145	132	5%	6	4%	-	0%	-	0%
<b>Veterans</b>	32	29	1%	-	0%	-	0%	-	0%
<b>Indiv. w</b>									
<b>Disabilities</b>	81	76	3%	4	3%	2	6%	2	6%

Category Summary

Administrative Support Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	203	203		5		1		-	
<b>Male</b>	41	41	20%	-	0%	-	0%	-	0%
<b>Female</b>	138	138	68%	4	80%	1	100%	-	0%
<b>Other</b>	24	24	12%	1	20%	-	0%	-	0%
<b>Total Min</b>	164	164	81%	5	100%	1	100%	-	0%
<b>Asian</b>	35	35	17%	-	0%	-	0%	-	0%
<b>Black</b>	64	64	32%	3	60%	-	0%	-	0%
<b>Hispanic/Latino</b>	55	55	27%	1	20%	1	100%	-	0%
<b>Two or More</b>	9	9	4%	1	20%	-	0%	-	0%
<b>Italian American</b>	3	3	1%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	24	24	12%	-	0%	-	0%	-	0%
<b>All White</b>	27	27	13%	-	0%	-	0%	-	0%
<b>Unknown</b>	12	12	6%	-	0%	-	0%	-	0%
<b>Veterans</b>	6	6	3%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	9	9	4%	-	0%	-	0%	-	0%

Category Summary

Craft Workers

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	53	53		18		9		9	
<b>Male</b>	43	43	81%	14	78%	7	78%	7	78%
<b>Female</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Other</b>	8	8	15%	2	11%	-	0%	-	0%
<b>Total Min</b>	32	32	60%	7	39%	4	44%	4	44%
<b>Asian</b>	3	3	6%	2	11%	1	11%	1	11%
<b>Black</b>	16	16	30%	3	17%	1	11%	1	11%
<b>Hispanic/Latino</b>	11	11	21%	1	6%	1	11%	1	11%
<b>Two or More</b>	1	1	2%	-	0%	-	0%	-	0%
<b>Italian American</b>	2	2	4%	1	6%	-	0%	-	0%
<b>White (Not Ital)</b>	15	15	28%	9	50%	5	56%	5	56%
<b>All White</b>	17	17	32%	10	56%	5	56%	5	56%
<b>Unknown</b>	4	4	8%	1	6%	-	0%	-	0%
<b>Veterans</b>	2	2	4%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	-	-	0%	-	0%	-	0%	-	0%

Category Summary

Technicians

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	160	160		1		1		1	
<b>Male</b>	55	55	34%	-	0%	-	0%	-	0%
<b>Female</b>	84	84	53%	1	100%	1	100%	1	100%
<b>Other</b>	21	21	13%	-	0%	-	0%	-	0%
<b>Total Min</b>	109	109	68%	-	0%	-	0%	-	0%
<b>Asian</b>	49	49	31%	-	0%	-	0%	-	0%
<b>Black</b>	25	25	16%	-	0%	-	0%	-	0%
<b>Hispanic/Latino</b>	26	26	16%	-	0%	-	0%	-	0%
<b>Two or More</b>	9	9	6%	-	0%	-	0%	-	0%
<b>Italian American</b>	2	2	1%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	39	39	24%	1	100%	1	100%	1	100%
<b>All White</b>	41	41	26%	1	100%	1	100%	1	100%
<b>Unknown</b>	10	10	6%	-	0%	-	0%	-	0%
<b>Veterans</b>	2	2	1%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	6	6	4%	-	0%	-	0%	-	0%

Category Summary

Service Workers and Others

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
<b>Total</b>	46	46		7		5		5	
<b>Male</b>	30	30	65%	4	57%	2	40%	2	40%
<b>Female</b>	9	9	20%	3	43%	3	60%	3	60%
<b>Other</b>	7	7	15%	-	0%	-	0%	-	0%
<b>Total Min</b>	40	40	87%	6	86%	5	100%	5	100%
<b>Asian</b>	2	2	4%	1	14%	1	20%	1	20%
<b>Black</b>	24	24	52%	3	43%	3	60%	3	60%
<b>Hispanic/Latino</b>	11	11	24%	2	29%	1	20%	1	20%
<b>Two or More</b>	3	3	7%	-	0%	-	0%	-	0%
<b>Italian American</b>	1	1	2%	-	0%	-	0%	-	0%
<b>White (Not Ital)</b>	4	4	9%	1	14%	-	0%	-	0%
<b>All White</b>	5	5	11%	1	14%	-	0%	-	0%
<b>Unknown</b>	1	1	2%	-	0%	-	0%	-	0%
<b>Veterans</b>	-	-	0%	-	0%	-	0%	-	0%
<b>Indiv. w Disabilities</b>	-	-	0%	-	0%	-	0%	-	0%