2022 – 2023 AFFIRMATIVE ACTION PLANS
FIORELLO H. LAGUARDIA COMMUNITY COLLEGE

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

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http://www.laguardia.edu/Compliance-and-Diversity/

LaGuardia Community College

CUNY THE CITY UNIVERSITY OF NEW YORK

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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees affirmative action program requirements for federal contractors.

This unit is one of over 25 affirmative action establishments at the City University of New York (CUNY).

This plan reflects requirements for implementing:

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

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

The employee census date is June 1, 2022. The previous reporting year was June 1, 2021 – May 31, 2022. The program year for this plan is September 1, 2022 – August 31, 2023.

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

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

We produce a separate affirmative action plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

OVERVIEW

Location

Long Island City, Queens, NY

Degrees, Accreditation

Degrees offered: offers over **50** associate degree programs. LaGuardia also offers several specialized programs, such as veterinary technology, dietetic technician, and

occupational therapy assistant.

Departmental/discipline accreditation and accrediting organization(s):

LaGuardia Community College (LAGUARDIA COMMUNITY COLLEGE) is accredited by the Middle States Commission on Higher Education, which accredits degree-granting colleges and universities in the Middle States region, Puerto Rico, the U.S. Virgin Islands, and several locations internationally. As of June 28, 2012 LAGUARDIA COMMUNITY COLLEGE's accreditation was reaffirmed.

Some of our specialized programs have other accreditations. The **Veterinary Technology Program** maintains full accreditation by the American Veterinary Medical Association. Graduates are eligible to sit for the Veterinary Technician National Examination (VTNE) for New York State licensing. The **Nursing RN** program is accredited by NYS and ACEN Accrediting commission for the Education of Nurses (ACEN). The **Physical Therapist Assistant Program** is fully accredited until 2020 by the Commission for Accreditation of Physical Therapy Education. LaGuardia's **Occupational Therapy Assistant Program** is accredited by ACOTE, the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (AOTA). The **Dietetic Technician Program** has accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association. The **Radiologic Technology** program is accredited by the American Registry of Radiologic Technologists (ARRT). Other accreditations are the approval of the **Paralegal Studies Program** by the American Bar Association (ABA).

History

LaGuardia Community College is named for Fiorello H. LaGuardia, the 99t h Mayor of New York City, best known as the New Deal mayor, who inspired a city of immigrants. Located at a transit hub that links Queens, the city's most ethnically diverse borough, with the world center of finance, commerce and the arts, LaGuardia Community College provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

Mission

LaGuardia Community College's mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.
These foundational elements sustain our commitment:

Our Students

Our students are the energizing force behind LaGuardia Community College. They seek knowledge, skills, and credentials to transform their own lives as well as impact their families and communities. Their dedication to the journey of lifelong learning and the

richness they bring to the classroom and campus life are what define LaGuardia. Our alumni take an active role in LaGuardia Community College community by sharing their stories and resources with current students and developing lasting relationships with LaGuardia Community College.

Our Faculty & Staff
Our faculty and staff are passionate professionals constantly reflecting upon their training, experience, practice, and goals to create challenging and engaging learning environments. They cherish their connections with students and enjoy learning with them and from them. Our faculty and staff are engaged in scholarly and artistic activities, which evidence their intellectual excitement and rigor, their commitment to disciplinary knowledge and discovery, and their deep respect for all the communities of our city.

Our Programs
We offer a broad range of rigorous academic programs that promote inquiry, openness, and a willingness to take on challenges. Areas include urban studies, liberal arts, business, the sciences, health, technology, developmental education, college and transfer preparation, experiential education, continuing education classes, workforce training and Honors programs. Our leadership in technology-based learning has achieved national and international recognition.

Our Community
We cultivate partnerships with businesses, civ ic and community groups, government, and public schools to enhance the economic, cultural, and educational development of Queens and New York City and State. We aspire to set an example as advocates of sustainable practices that contribute to a healthy urban environment.

ORGANIZATION CHART

Appendix A displays an organization chart.

RELEVANT POLICIES

As a unit of The City University of New York (CUNY), we adhere to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups identified in Executive Order 11246 are American Indian or Alaska Native, Asian,

Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American affirmative action plan.

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

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

Equal Opportunity and Non-Discrimination Policy

> The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.
>
> It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.
>
> It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.
>
> This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Affirmative Action Policy

CUNY has had policies related to affirmative action plans since the early 1970s. CUNY's Affirmative Action Policy of May 28, 1985 is part of its Manual of General Policy.

> ARTICLE V FACULTY, STAFF AND ADMINISTRATION
>
> Policy 5.04 - Affirmative Action:
>
> RESOLVED, that the Board of Trustees of The City University of New York reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6-C)

Sexual Misconduct Policy

> CUNY's Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment

and sexual violence. It outlines procedures applicable to students and employees for addressing complaints.

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

Defining conduct that constitutes prohibited Sexual Misconduct;

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

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

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

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

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

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

Other Policies

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

Management reaffirms its non-discrimination policies annually. **Appendix B** contains the most recent reaffirmation letter, issued on November 21, 2022**.**

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

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

CUNY campuses report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information is available from the campus Office of Public Safety

https://www.laguardia.edu/publicsafety/

RESPONSIBILITY FOR IMPLEMENTATION

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

The President

The President, Kenneth Adams, oversees affirmative action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies.

The President designates personnel to manage affirmative action, compliance and diversity programs. Personnel include the Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator. The President ensures these personnel have authority, staffing, and other resources to fulfill their assigned responsibilities.

The President communicates commitment to equal employment opportunity, issuing an annual reaffirmation of this commitment, and issues required reports, including this affirmative action plan.

Chief Diversity Officer

The President has designated Craig Greene as Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates, and resolves discrimination/harassment complaints
- Distributes new and revised policies and notices, integrating them into training programs, search committee orientations, websites, and other communications
- Evaluates affirmative action programs and initiatives
- Prepares and communicates affirmative action plan reports
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies
- Participates in CUNY initiatives promoting diversity and inclusion.

The Chief Diversity Officer (or designee) completed the OFCCP's on-line certification of compliance with affirmative action program requirements prior to June 30, 2022.

Officials

Executives, department chairpersons, managers, and supervisors are critical partners in equal employment and affirmative action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement affirmative action programs.

Committee(s) on Diversity and Inclusion

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

Committee members in this past year were:
Wendy Nicholson (Chair)
Vanessa Bing (Chair)
Steven Hitt (Chair)
Jason Hendrickson
John Chaney
Jhony Nelson
Christopher McHale
Joy Sanchez-Taylor
Tuli Chatterji
Darren Barany

University Management

CUNY's University Office of Recruitment and Diversity (ORD) within the University Human Resources unit establishes job groups and report parameters, and reports summary statistics. ORD sponsors university-wide diversity programs described in this plan and maintains systems for data collection (including self-identification) and job postings. In the 2021-2022 academic year, ORD conducted two briefings for College Presidents on preparing and interpreting affirmative action plans.

IMPACT OF COVID-RELATED EVENTS

On March 15, 2020, CUNY Chancellor Felix Matos-Rodriguez announced that CUNY campuses and non-essential personnel were transitioning to remote learning and work for the remainder of the academic year. CUNY began returning to on-site operations in summer 2021, and currently operates in a hybrid on-site/remote model. As a result of shifting priorities, we cancelled or postponed some hiring plans and accelerated others given unanticipated employee turnover. We have limited or cancelled some events we could not conduct remotely.

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

- Complaint intake and investigation

- Accommodations for individuals with disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement and separation practices
- Consulting to management.

PART TWO: DATA AND ANALYSIS

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

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

We rely on methodologies provides by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particularly, the *Educational Institutions Technical Assistance Guide (2019)*.

DATA SOURCES

This section describes how CUNY prepares data for this report.

Employee Data

On July 11, 2022 we extracted data on full-time employees active as of June 1, 2022 from CUNY's system of record, CUNYfirst. We include individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We do not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. The university last conducted a system-wide self-identification canvas in 2018.
We also invite job applicants to self-identify on the job application portal and in the employee self-service module of our system of record.

Self-Identification Categories

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

- Total Minorities (all groups other than White, reported as a single category)
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander)

- Black/African American
- Hispanic/Latino
- White (not a protected group).

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

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

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American affirmative action plan. We also invite employees to optionally provide data on their ancestries from a list of approximately sixty categories. Consistent with recent New York State legislation, we are in the process of implementing collection of disaggregated data on Asian ancestry.

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

We use federally mandated gender categories of male and female for purposes of this plan. We provide candidates and employees six categories of gender identification. At this time, for purposes of this plan, only individuals specifically identifying as “female” are included in the federally protected gender category.

Of 2,464 employees, 1 employee did not identify a gender and zero (0) employees did not identify a valid race/ethnicity category. Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group. 974 employees did not identify a veteran status and 2,103 did not identify a disability status. Disability and veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

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

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

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

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

WORKFORCE ANALYSIS

Workforce Analysis is a review of the representation of females and minorities by division, department and title, evaluating diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. We also review professorial faculty by tenure status within department. Due to length, Workforce Analysis charts are not included here.

JOB GROUPS, DISCIPLINES, AND MARKET DATA

Job Groups

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

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

Workforce Summary by Job Group and Category (excludes Chief Executive) **June 1, 2022**

LaGuardia CC **Total Employees: 1,002**

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 1: Executive	20	10	50.0%	12	60.0%
Admin 2: Managerial	115	80	69.6%	74	64.3%
Managerial: Facilities	4	1	25.0%	3	75.0%
Managerial: Info Tech	3	1	33.3%	2	66.7%
Managerial: Security	2	2	100.0%	2	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Professoriate	297	169	56.9%	128	43.1%
Faculty: Librarian	14	8	57.1%	5	35.7%
Faculty: Lecturer	34	18	52.9%	23	67.6%
Faculty: Developmental	13	9	69.2%	4	30.8%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Professional	6	4	66.7%	5	83.3%
Admin 3: Professional	199	151	75.9%	155	77.9%
Admin 5: Engineer-Architect	2	0	0.0%	2	100.0%
Info Tech: Professional	46	15	32.6%	34	73.9%
Nurse	1	1	100.0%	1	100.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant: Assistant	4	4	100.0%	4	100.0%
Administrative Assistant	13	13	100.0%	9	69.2%
Office Assistant	62	48	77.4%	54	87.1%
Mail Services Worker	9	7	77.8%	7	77.8%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician	38	18	47.4%	25	65.8%
Broadcast-Media	4	1	25.0%	4	100.0%
Engineering Technician	1	0	0.0%	1	100.0%
Info Tech: Technician	14	3	21.4%	13	92.9%
Print Media Technician	2	0	0.0%	2	100.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Laborers and Helpers	1	0	0.0%	1	100.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	9	3	33.3%	7	77.8%
Campus Peace Officer	26	4	15.4%	22	84.6%
Campus Security Assistant	30	10	33.3%	29	96.7%
Custodial: Supervisory	3	1	33.3%	3	100.0%
Custodial: Assistant	30	15	50.0%	29	96.7%

Workforce Summary by Job Group and Category - Part Time Appointments **June 1, 2022**

LaGuardia CC **Total Employees: 1,878**

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 2: Managerial Adjunct	147	101	68.7%	68	46.3%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty: Lecturer Adjunct	603	315	52.2%	297	49.3%
Faculty: Professoriate Adjunct	357	193	54.1%	177	49.6%
Faculty: Developmental Adjunct	2	2	100.0%	0	0.0%
Faculty: Continuing Education	196	81	41.3%	107	54.6%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Disability Accommodation Specl Adjun	28	24	85.7%	3	10.7%
Info Tech: Professional Adjunct	9	5	55.6%	8	88.9%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Office Assistant Adjunct	466	293	62.9%	378	81.1%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Admin 4: College Lab Technician Adjun	58	30	51.7%	43	74.1%
Info Tech: Technician Adjunct	2	1	50.0%	2	100.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Custodial: Assistant Adjunct	10	6	60.0%	9	90.0%

Summary for Professorial Rank Faculty by TItle and Tenure Status **June 1, 2022**

LaGuardia CC

Total Professorial Faculty: 297

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" (not eligible for tenure). This report refers to tenure as of the 2021-2022 academic year and not tenure effective September 2022.

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	33	16	48.5%	18	54.5%
Substitute >=6 Mo Or Prior Ben	3	0	0.0%	2	66.7%
Tenured	2	1	50.0%	2	100.0%
Track Tenure	28	15	53.6%	14	50.0%
Assc Professor	108	67	62.0%	49	45.4%
Tenured	77	43	55.8%	33	42.9%
Track Tenure	31	24	77.4%	16	51.6%
Professor	156	86	55.1%	61	39.1%
Tenured	156	86	55.1%	61	39.1%

Academic Disciplines

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

CUNY analyzes data about College Laboratory Technicians by assigning departments to either a Scientific/Engineering/Technical category or a General (non-scientific) category.

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

Labor Market Availability

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

UTILIZATION ANALYSIS

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

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

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

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

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

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

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

Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs **2022 - 2023**
LaGuardia CC

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

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

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
2021: Underutilization in the 2021 - 2022 Plan (i.e., based on employee census as of 6/1/2021)
2022: Underutilization in the 2022 - 2023 Plan (i.e., this plan)

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

Faculty: Professoriate

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Biological and Biomedical Sciences AND Physical Sciences							
	2022	37					
	2021	37					
	2020	37					
	2019	36					
Business, Management, Marketing and Support							
	2022	16				1	
	2021	19				1	
	2020	19				1	
	2019	20				1	
Education							
	2022	16				2	
	2021	17				2	
	2020	17				2	
	2019	17				2	
English Language and Literature/Letters							
	2022	64					
	2021	65					
	2020	66					
	2019	67					
Health Professions and Related Programs							
	2022	33					
	2021	36					2
	2020	38					2
	2019	37					2
Liberal Arts and Sciences, General Studies & Humanities							
	2022	41					
	2021	46					
	2020	45					

Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs **2022 - 2023**
LaGuardia CC

Faculty: Professoriate

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Liberal Arts and Sciences, General Studies & Humanities							
	2019	45					
Mathematics and Computer Science							
	2022	48					
	2021	50					
	2020	49					
	2019	49					
Social Sciences							
	2022	40					
	2021	41					
	2020	41					
	2019	40					

Faculty: Librarian

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Library (Librarians/Non-Teaching)							
	2022	14	4				
	2021	15	3				
	2020	17	5				
	2019	16	4				

Faculty: Lecturer

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Business, Management, Marketing and Support							
	2022	10					
	2021	10					
	2020	10					
	2019	9			1		
Education							
	2022	8	1				
	2021	8	1				
	2020	12	2				
	2019	12	2				
Liberal Arts and Sciences, General Studies & Humanities							
	2022	6					
	2019	5					1
Mathematics and Computer Science							
	2021	5	1		1		

Exhibit: Summary of Historical Changes in Underutilization - Faculty and College Lab Techs **2022 - 2023**
LaGuardia CC

Faculty: Lecturer

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Mathematics and Computer Science							
	2020	6	1	1	1	1	

Faculty: Developmental

		Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino
Education - Developmental							
	2022	13				1	
	2021	15				1	
	2020	18				1	1
	2019	21				1	1

Exhibit: Summary of Historical Changes in Underutilization - Staff and College Lab Technians **2022 - 2023**
LaGuardia CC

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

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

2019: Underutilization in the 2019 - 2020 Plan (i.e., based on employee census as of 6/1/2019)
2020: Underutilization in the 2020 - 2021 Plan (i.e., based on employee census as of 6/1/2020)
2021: Underutilization in the 2021 - 2022 Plan (i.e., based on employee census as of 6/1/2021)
2022: Underutilization in the 2022 - 2023 Plan (this plan).

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

Executive/Administrative/Managerial

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 1: Executive						
2022	20					
2021	18					
2020	19	2		1		
2019	19	2		1		
Admin 2: Managerial						
2022	115					
2021	125					
2020	129					
2019	135					

Professional Non-Faculty

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Accountant: Professional						
2022	6	1		1		
2021	6	1		1		
2020	6	1		1		
2019	7					
Admin 3: Professional						
2022	199					
2021	217					
2020	212					
2019	213					
Info Tech: Professional						
2022	46	4		5	3	
2021	48	5		5	2	
2020	49	6		6	3	
2019	55	6		5	3	

Exhibit: Summary of Historical Changes in Underutilization - Staff and College Lab Technians **2022 - 2023**
LaGuardia CC

Administrative Support Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Accountant: Assistant						
2021	5					
2020	5					
2019	6					
Administrative Assistant						
2022	13					1
2021	14				2	
2020	15				2	
2019	16				3	
Mail Services Worker						
2022	9			1	2	
2021	10			1	3	
2020	10			1	3	
2019	11			1	3	
Office Assistant						
2022	62					
2021	64					
2020	64					
2019	68					

Technicians

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Admin 4: College Lab Technician	*College Lab Tech: Other*					
2022	10		2	1	1	
2021	11		3	1	1	
2020	11		3	1	1	
2019	11		3	1	1	
Admin 4: College Lab Technician	*College Lab Tech: Science, Tech, Eng.*					
2022	28					
2021	30					
2020	31					
2019	31					
Info Tech: Technician						
2022	14					
2021	15					
2020	17			1		
2019	17			1		

Service Workers

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

Exhibit: Summary of Historical Changes in Underutilization - Staff and College Lab Technians **2022 - 2023**
LaGuardia CC

Service Workers

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm	Hispanic/ Latino
Campus Peace Officer						
2022	26					
2021	27	1				
2020	25			1		
2019	25					
Campus Public Safety Sergeant						
2022	9					
2021	10					
2020	11			1		
2019	11			1		
Campus Security Assistant						
2022	30					2
2021	26					2
2020	30					2
2019	35					3
Custodial: Assistant						
2022	30				2	
2021	26				1	
2020	29				2	
2019	30				2	

Utilization, Underutilization, and Placement Goals

In 2022 we had the following areas underutilized in the following protected job groups:

Faculty Professoriate:
Business, Management, Marketing and Support -Black/AA (1)
Education- Black/AA (2)
Health Professions- Hispanic/Latino (2)

Lecturer:
Education Female (1)

Faculty:
Developmental Black/AA (1)

Staff and College Lab Technicians:
Professional Non-Faculty
Accountant Professional- Female (1)-Asian/Nat./Haw./OPI (1)
Info. Tech Professional- Female (4)-Asian/Nat./Haw./OPI (5), Black/AA (3)

Administrative Support Workers:
Administrative Assistant-Hispanic/Latino (1)
Mail Services Worker Asian/Nat./Haw./OPI (1), Black/AA (2)

Technicians:
Admin 4: College Lab Technician Asian/Nat./Haw./OPI (1), Black/AA (1)

Service Workers:
Campus Security Assistant-Hispanic/Latino (2)
Custodial Assistant-Black/AA (2)

We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

The areas identified as having underutilization of females and other protected class members may have this disparity based on NYC's return to work policies and the ongoing COVID-19 epidemic. Even though the disparity does exist in our workforce it is not wide spread or systemic.
We compare female and total minority utilization with the estimated labor market by job group. We also evaluate utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino).

LAGCC continues to seek diversity on its Search Committees which remains a critical element in successful hiring and with the addition of the Chief Diversity Officer and the Office of Compliance and Diversity staff guiding the Planning, screening and the interview process overseeing the upcoming opportunities for placement will yield a more diverse workforce.

OTHER ANALYSES

Personnel Activity

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

To estimate net changes by job group, we compare employee title changes between two reference dates (June 1, 2021 and June 1, 2022). We use this method to accommodate timing and issues in interpreting system data. This method produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year. We note hires, moves to a higher or lower job group, moves within a job group, and separations

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

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

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

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

Appendix F also provides details of exceptions approved through a Search Waiver process. In these cases, it would be highly unlikely we could fill the positions competitively (for example, due to the unique qualifications of the individuals hired). We also grant waivers for positions representing a transfer of funding sources. The Chief Diversity Officer and University management approve search waiver applications.

Recruiting Activity

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

Prior to posting a job vacancy, the Chief Diversity Officer reviews the physical and mental qualifications and the posting language in general. They also review recruiting plans for intended outreach. We post open positions and Civil Services Notices of Exam on our careers page (for faculty, 30-60 days and for staff, 14-30 days).

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

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

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2021 and May 31, 2022.

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

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

Civil Service Hiring

We participated in three (3) university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

List pools in which you participated and number of hires:
CSA Hiring Pool on 7/19/2021: Hired Two CSA's
CPO Hiring Pool 2/23/2022: Hired one CPO
COA Hiring Pool 3/16/2022: Hired two COA's

Compensation

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

The Chief Diversity Officer reviews overall practices such as:

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

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

PART THREE: ACTION-ORIENTED PROGRAMS

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

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

PRIOR-YEAR PROGRAMS

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

Programs might include

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

As noted earlier, events related COVID-19 have limited some implementation plans.

Summary of Campus Programs, 2021-2022

Program	Impact/Job Group
Evaluation of recruitment resources available to LaGuardia Community College.	Ensure that LaGuardia Community College is using relevant and effective recruitment resources to reach qualified disabled and Veteran job applicants.

2022-2023 PLANNED PROGRAMS

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

Planned Campus Programs, 2022-2023

Program	Expected Impact/Job Group
Expansion of Onboarding with a focus on Diversity Equity and Inclusion for staff and faculty.	Expose current and incoming Faculty and staff to topics related to Diversity Equity and Inclusion.
Re-establish unity with organizations on campus that serve to educate, entertain and promote Diversity among staff and faculty.	Help all be more excepting and foster belonging on for college personnel.

ONGOING ACTIVITIES

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

CUNY utilizes an on-line training program for faculty and staff on sexual harassment prevention and workplace violence prevention; we regularly review training records and follow-up with individuals

who have not participated.

INTERNAL AUDIT AND REPORTING

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

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

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

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

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate written affirmative action plans to address hiring and advancement of individuals with disabilities and veterans. This section covers:

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

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

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

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

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

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

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

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are individuals with disabilities and/or protected veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype individuals with disabilities or protected veterans or otherwise limit access to employment. We include individuals with disabilities and veterans in media such as college publications and websites.

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

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

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

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified individuals with disabilities or protected veterans.

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

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to individuals with disabilities (including disabled veterans). According to our Policy on Implementing Reasonable Accommodation and Academic Adjustments, CUNY Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:

Name: Marta A. Clark
Title: Executive Director of Human Resources
Phone: 718-482-5075
Email: marclark@lagcc.cuny.edu

We have posted the Procedures for Implementing Reasonable Accommodation and Academic Adjustments online at:

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

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

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

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

We also upgraded campus facilities to improve access in:

Casa de los Americas (resource center)
Shenker Hall
Adjunct Faculty Room,
Public Safety Main Office suite

The following areas, among others, were designed and renovated to comply with ADA standards.

HARASSMENT PREVENTION

CUNY has developed anti-harassment policies and procedures concerning individuals with disabilities and protected veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for individuals with disabilities. The Chief Diversity Officer reviews practices for veterans.

EXTERNAL POLICY DISSEMINATION

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

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

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

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

This past year, we made the following outreach efforts to veterans and individuals with disabilities:

Program / Effort	Impact/Discussion
Evaluation of recruitment resources available to LaGuardia Community College.	Ensure that LaGuardia Community College is using relevant and effective recruitment resources to reach qualified disabled and Veteran job applicants

The College was without a full-time CDO until late September 2022, which prevented us from maximizing recruitment efforts.

Planned Outreach for 2022-2023

We plan to pursue the following next year:

Program / Effort	Goals/Expected Impact
Evaluation of recruitment resources available to LaGuardia Community College	Ensure that LaGuardia Community College is using relevant and effective recruitment resources to reach qualified disabled and Veteran job applicants

Ongoing efforts include:

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

INTERNAL POLICY DISSEMINATION

To foster positive support for affirmative action programs for protected veterans and individuals with disabilities, we have:

- Included policies in manuals and other publications
- Explained policies and individual responsibilities to senior management and supervisors
- Conducted training for employees involved in recruitment, selection, and promotion decision-making
- Discussed policies in employee orientation and management training programs
- Included information on the accomplishments of veterans (including disabled veterans) and

other individuals with disabilities in unit communications

- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (which also covers protection from harassment on the basis of disability)
- Featured persons who are individuals with disabilities in handbooks or similar publications
- Policy information pertaining to individuals with disabilities and Veterans is posted to the college website

IMPLEMENTATION RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to veterans (including disabled veterans) and other individuals with disabilities, we have designated specific responsibilities.

The President

The President, Kenneth Adams, oversees affirmative action and compliance programs. The President appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for affirmative action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

504/ADA Coordinator

As 504/ADA Coordinator, Craig Greene:

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

504/ADA Committee

The 504/ADA Committee advises the 504/ADA Coordinator. It includes representatives from various departments, and programs, including programs for veterans and individuals with disabilities. Currently, there is no standing committee in place.

Other Officials

Other college officials support the implementation of affirmative action in areas which include accommodations and accessibility improvements.

University Management

CUNY's Office of Recruitment and Diversity manages systems that capture self-identification data and provides data support to the campuses. The Office also administers CUNY's 55(a) program to

provide opportunities in Civil Service positions to individuals with disabilities.

TRAINING

We provide orientation on relevant regulations and policies, including affirmative action programs, to individuals involved with recruitment, selection, promotion, disciplinary actions, and similar personnel activities.

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

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and affirmative action programs in general and monitors recruitment practices and discrimination claims related to status as a veteran or individual with a disability.

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

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

BENCHMARK COMPARISONS

Staffing

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

There is no federal benchmark for veteran utilization.

Hiring Rates

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

In March 2022, the federal government set the benchmark Hiring Rate for veterans at 5.5%, representing the prevalence of veterans in the United States workforce. There is no federal hiring rate benchmark for individuals with disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.5% as of March 2022.

Factor	2021-2022	2020-2021	2019-2020
A. Number of applicants who self-identified as Veterans before an offer of employment is made	8	3	51
B. Total number of job openings	6	4	22
C. Total number of jobs filled	3	4	18
D. Total number of applicants for all jobs	283	473	1923
E. Number of veteran applicants hired	0	0	0
F. Total number of applicants hired	3	4	18
Hiring Rate (E divided by F)	0%	0%	0%
Federal Benchmark	5.5%	5.6%	5.7%
Benchmark Met (Yes/No)	No	No	No

Hiring Rate, Individuals with Disabilities

There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2021-2022	2020-2021	2019-2020
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	15	24	81
B. Total number of job openings	6	4	22
C. Total number of jobs filled	3	4	18
D. Total number of applicants for all jobs	283	473	1923
E. Number of individuals with disabilities hired	0	0	1
F. Total number of applicants hired	3	4	18
Hiring Rate (E Divided by F)	0.00%	0.00%	5.5%

APPENDICES

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
H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

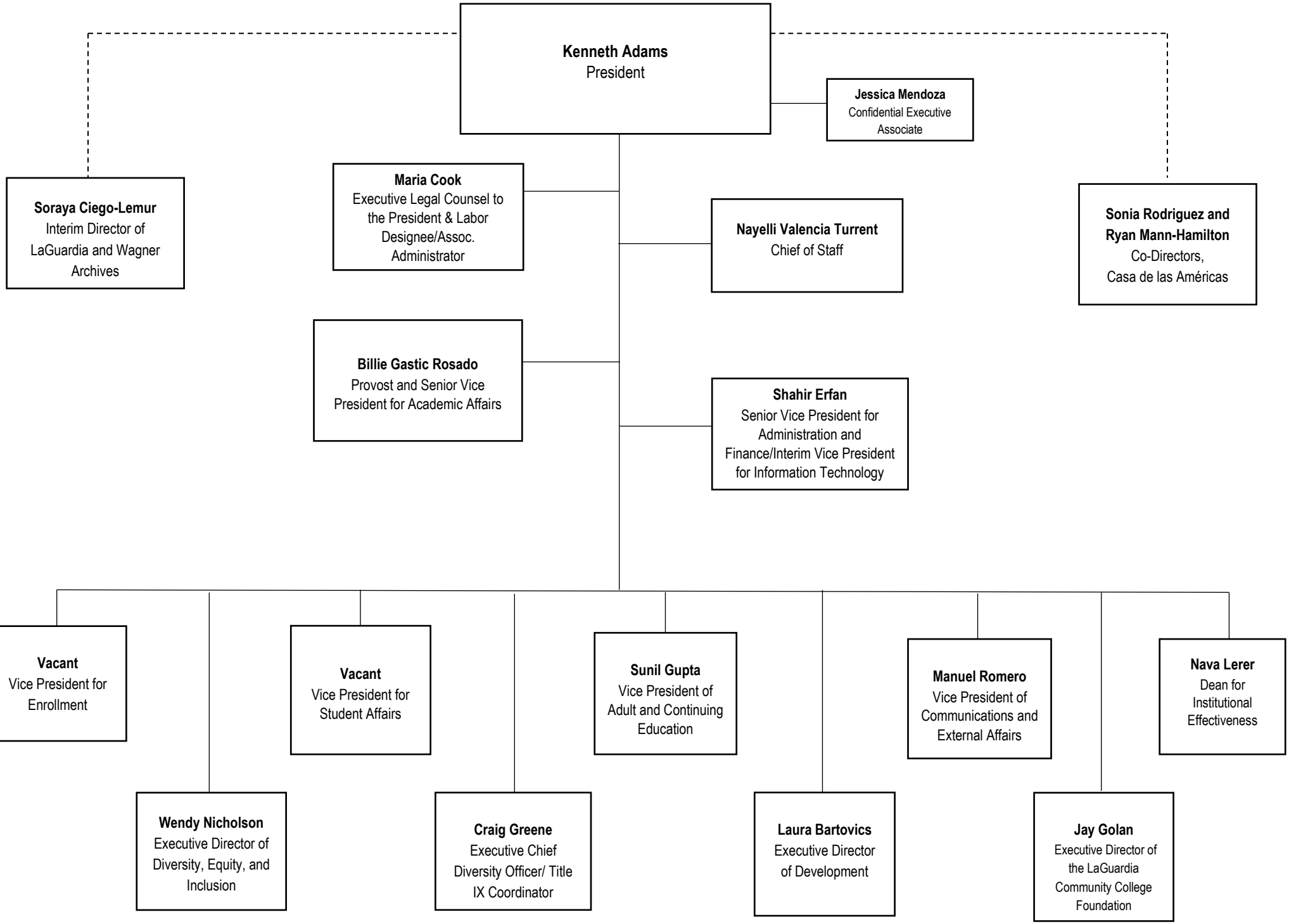
Appendices for the 2022 - 2023 Affirmative Action Plan

Appendix A Organization Chart

This Appendix contains a summary organization chart.

DIVISION FOR PRESIDENT'S OFFICE

View Level 1



October 18, 2022

Appendix B Reaffirmation Letter

This Appendix contains the most recent Reaffirmation Letter.

LaGuardia Community College

DARE TO DO MORE

To: Campus Community
From: Kenneth Adams, President
Date: November 7, 2022-2023
Re: Reaffirmation of Diversity/Equal Opportunity/Affirmative Action

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

It is the policy of The City University of New York and LaGuardia Community College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, credit history, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws.

Sexual harassment, including sexual violence, domestic/intimate partner violence, and gender based harassment, forms of sex discrimination, are also prohibited by the City University of New York and LaGuardia Community College.

I invite you to visit the CUNY website to view the Policy in its entirety as well as the policies on Reasonable Accommodations and Academic Adjustments and Reporting of Alleged Misconduct.

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

LaGuardia Community College

DARE TO DO MORE

CUNY's executives and administrators are responsible for maintaining a work environment free from discrimination and harassment, and for promoting diversity and inclusion in their units. Craig M. Greene is the responsible official charged with implementing affirmative action regulations. I encourage all vice presidents, deans, directors, managers and supervisors who share in the responsibility for ensuring our compliance with these policies and laws to contact him to discuss diversity and inclusion strategies that would advance unit goals. Additionally, any individual who believes they have experienced employment discrimination should immediately contact Craig Greene at 718-482-5088 or email cgreene@lagcc.cuny.edu.

I ask for your continued support to ensure equal opportunity, affirmative action, diversity and inclusion in all our employment practices

Thank you,

11/21/22

Kenneth Adams, President LaGuardia Community College

cc: Craig Greene, Executive Chief Diversity Officer/Title IX Coordinator/504-ADA Coordinator

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CUNY

Appendix C Job Group Summary

This Appendix contains a summary of affirmative action job groups.

This report lists those CUNY job groups for which the college has employees, with Labor Market Availability (LMA) factors.

LMA Factor 1 estimates the external labor market.

LMA Factor 2 is a measurement of employees who could be recruited or promoted into the group based on historical data for CUNY.

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

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments for this report: if an employee has an active full-time appointment in the same department, part time appointments in the department are omitted. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported. The number of appointments will be larger than the number of employees.

New CUNY job titles 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.

APPENDIX C - Job Group Summary **2022-2023**
LaGuardia CC

This Appendix describes the job group assignments for titles held by employees in the unit, with Labor Market availability details. Labor Market Availability is an estimate used to benchmark utilization by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits, internally and externally. CUNY last updated this estimate in 2019.

Weighting of Internal/External Labor Market
The internal labor market is university-wide and currently reflects the full-time employee population. We produced a weighted estimate based on the previous two years of job moves of CUNY employees. We also identified typical feeder jobs and other conditions impacting qualifications, such as permanency status.

Geography
We based geographic factors on both CUNY policy and actual hiring experience:

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

Factors for Staff and Non-Collegiate Faculty:

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

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

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

Category: Executive/Administrative/Managerial

Admin 1: Executive

Executive Compensation Plan (Other Than Chief Executive)

Labor Market Availability Factors

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

Employees: 20

Title	Employees
Administrator	2
Assc Administrator	4
Assc Dean	4
Asst Administrator	1
Asst Dean	3
Dean	1
Sr Vice President	1
Vice President	4

Admin 2: Managerial

HE Officer series administrators-senior level

Labor Market Availability Factors

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

Employees: 115

Title	Employees
HE Associate	71
HE Officer	44

Category: Executive/Administrative/Managerial

Admin 2: Managerial Adjunct

Adjunct HE Officer series administrators (all levels)

Labor Market Availability Factors

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

Employees: 143

Title	Employees
Non-Teaching Adjunct 1	115
Non-Teaching Adjunct 2	1
Non-Teaching Adjunct 3	23
Non-Teaching Adjunct 4	3
Non-Teaching Adjunct 5	1

Managerial: Facilities

Facility Superintendents and Managers

Labor Market Availability Factors

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

Employees: 4

Title	Employees
Admin Supt Builds Grds	3
Chief Admin Supt - Competitive	1

Category: Executive/Administrative/Managerial

Managerial: Info Tech

Information Technology-Managers

Labor Market Availability Factors

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

Employees: 3

Title	Employees
IT Computer Systems Mgr	3

Managerial: Security

Campus Security-Managers

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Campus Security Asst Dir	1
Campus Security Dir	1

Category: Professional Faculty

Faculty: Continuing Education

Continuing Education Teachers (part time, paid hourly or per course)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors).
2-Internal	0.00%	NA

Employees: 192

Title	Employees
Continuing Ed Teacher-Hourly	192

Faculty: Developmental

Developmental programs for basic skills and related non-credit programs

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors).
2-Internal	0.00%	NA

Employees: 13

Title	Employees
CLIP Instructor	9
CUNY Start Instructor	4

Faculty: Lecturer

Lecturer Faculty and related non-tenure eligible titles; excludes Librarians.

Labor Market Availability Factors

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

Employees: 34

Title	Employees
Lecturer	31
Lecturer Doct Sch	3

Category: Professional Faculty

Faculty: Lecturer Adjunct

Adjunct Lecturer Faculty and related non-tenure eligible titles; excludes Librarians.

Labor Market Availability Factors

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

Employees: 559

Title	Employees
Adjunct Lecturer	556
Lecturer H	3

Faculty: Librarian

CUNY Librarians with faculty appointments (any faculty title)

Labor Market Availability Factors

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

Employees: 14

Title	Employees
Assc Professor	5
Asst Professor	2
Lecturer	1
Professor	6

Faculty: Professoriate

Tenure-eligible faculty (all ranks) for whom a terminal degree is required; excludes librarians.

Labor Market Availability Factors

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

Employees: 297

Title	Employees
Assc Professor	108
Asst Professor	33
Professor	156

Category: Professional Faculty

Faculty: Professoriate Adjunct

Adjunct Professorial Faculty paid on an hourly basis (all levels).

Labor Market Availability Factors

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

Employees: 235

Title	Employees
Adjunct Assistant Professor	209
Adjunct Associate Professor	18
Adjunct Professor	4
Assc Professor Hourly	1
Professor H	3

Category: Professional Non-Faculty

Accountant: Professional

Accounting-Professionals

Labor Market Availability Factors

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

Employees: 6

Title	Employees
Finance Accountant	2
Purchasing Agent	4

Admin 3: Professional

HE Officer Series: Entry and mid-level administrators

Labor Market Availability Factors

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

Employees: 199

Title	Employees
Asst to HEO	70
HE Assistant	129

Admin 5: Engineer-Architect

Engineers, Architects and related titles

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Architect Asst	1
Engineer Asst	1

Category: Professional Non-Faculty

Disability Accommodation Specl Adjunct

Hourly Disability Accommodation Specialists and Sign Language Interpreters

Labor Market Availability Factors

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

Employees: 28

Title	Employees
Sign Language Interpreter	28

Info Tech: Professional

Information Technology-Professionals

Labor Market Availability Factors

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

Employees: 46

Title	Employees
IT Associate	17
IT Asst	13
IT Bus Data Rep Analyst	5
IT Sr Associate	11

Info Tech: Professional Adjunct

Hourly Information Technology-Professionals

Labor Market Availability Factors

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

Employees: 9

Title	Employees

Category: Professional Non-Faculty

IT Asst	6
IT Bus Data Rep Analyst	3

Nurse

Nurses

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	As no unit within CUNY has a minimum of five employees, no availability was calculated.
2-Internal	0.00%	NA

Employees: 1

Title	Employees
Nurse	1

Category: Administrative Support Workers

Accountant: Assistant

Accounting-Support staff

Labor Market Availability Factors

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

Employees: 4

Title	Employees
Finance Accountant Asst	4

Administrative Assistant

Administrative Assistants-Senior level

Labor Market Availability Factors

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

Employees: 13

Title	Employees
CUNY Admin Asst	13

Mail Services Worker

Mail Services Workers

Labor Market Availability Factors

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

Employees: 9

Title	Employees
Mail Message Svcs Worker	9

Category: Administrative Support Workers

Office Assistant

Administrative Office Assistants-Entry level

Labor Market Availability Factors

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

Employees: 62

Title	Employees
CUNY Office Assistant	62

Office Assistant Adjunct

Hourly Administrative Office Assistants-Entry level

Labor Market Availability Factors

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

Employees: 466

Title	Employees
College Assistant	466

Category: Technicians

Admin 4: College Lab Technician

College Laboratory Technicians (all levels)

Labor Market Availability Factors

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

Employees: 38

Title	Employees
Chief College Lab Tech	9
College Lab Tech	20
Sr College Lab Tech	9

Admin 4: College Lab Technician Adjunct

Adjunct College Laboratory Technicians (all levels)

Labor Market Availability Factors

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

Employees: 58

Title	Employees
Adj College Lab Tech	54
CUNY Art Model H	4

Category: Technicians

Broadcast-Media

Broadcast/Media Technicians and Graphic Designers

Labor Market Availability Factors

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

Employees: 4

Title	Employees
Broadcast Assc	3
Media Svcs Tech	1

Engineering Technician

Engineering and Architectural Technicians

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Facilities Coord	1

Info Tech: Technician

Information Technology-Tech Support

Labor Market Availability Factors

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

Employees: 14

Title	Employees
IT Support Asst	14

Category: Technicians

Info Tech: Technician Adjunct

Hourly Information Technology-Tech Support

Labor Market Availability Factors

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

Employees: 2

Title	Employees
IT Support Asst	2

Print Media Technician

Print Shop Technicians and related titles

Labor Market Availability Factors

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

Employees: 2

Title	Employees
Graphics Designer	1
Print Shop Coordinator	1

Category: Craft Workers

Laborers and Helpers

Entry-Level Craft Workers

Labor Market Availability Factors

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

Employees: 1

Title	Employees
Stock Worker Supervisor	1

Category: Service Workers

Campus Peace Officer

Campus Security-Mid level staff

Labor Market Availability Factors

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

Employees: 26

Title	Employees
Campus Peace Officer	26

Campus Public Safety Sergeant

Campus Security-Supervisors and Specialists

Labor Market Availability Factors

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

Employees: 9

Title	Employees
Campus Pub Safety Sergeant	7
Campus Security Specialist	2

Campus Security Assistant

Campus Security-Entry level staff

Labor Market Availability Factors

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

Employees: 30

Title	Employees
Campus Security Asst	30

Category: Service Workers

Custodial: Assistant

Custodial-Entry level

Labor Market Availability Factors

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

Employees: 30

Title	Employees
Custodial Assistant	30

Custodial: Assistant Adjunct

Hourly Custodial-Entry level

Labor Market Availability Factors

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

Employees: 10

Title	Employees
Custodial Assistant	10

Custodial: Supervisory

Custodial-Supervisors (all titles)

Labor Market Availability Factors

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

Employees: 3

Title	Employees
Custodial Supervisor	3

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

Job Code	Job Code and Title Name	Job Group
200447	Vice Chancellor	Admin 1: Executive
200596	Univ Exec Chf of Staff-UAscAdm	Admin 1: Executive
200600	Exec Depty Counsel-AscAdm	Admin 1: Executive
200607	Univ Dean Industry & Talent Pt	Admin 1: Executive
200608	Exec Dir Institutional Res-Ast	Admin 1: Executive
200609	Exec Chief of Staff-AstAdm	Admin 1: Executive
200610	VP Social Justice Initiatives	Admin 1: Executive
200611	Dn of Community Relations	Admin 1: Executive
200612	Univ Sr Exec Dir Env HS Rk Mgt	Admin 1: Executive
200613	Univ Legal Counsel - UAstAdm	Admin 1: Executive
200614	Univ Exec Dir ASAP ACE-UASC	Admin 1: Executive
200615	AVP Div and Inc	Admin 1: Executive
200620	PSch Ex Counsel LaborDs-AstAdm	Admin 1: Executive
200621	Psch Ex Dir GLTPI-PAstAdm	Admin 1: Executive
200622	Administration	Admin 1: Executive
200630	Univ Dep Dir Env H-S Rsk Mgt	Admin 1: Executive
200631	Univ Assc VC Audit	Admin 1: Executive
200632	Univ Chief Trnsf Off-UAdm	Admin 1: Executive
200700	Univ Asst Dn Policy Resrch	Admin 1: Executive
300002a	Adj Asst Professor-Librarian	Faculty: Professoriate Adjunct
300003a	Adj Lecturer-Librarian	Faculty: Lecturer Adjunct
300603a	Law Adj Professor-Librarian	Faculty: Professoriate Adjunct
400949	Univ HR Div Prog Specl (HEOa)	Admin 3: Professional
400959	Univ Dir Prospect Research	Admin 2: Managerial

Appendix D College Lab Technicians Department-Discipline Assignments

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

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

Groups of less than five employees total are listed but will not be included in Utilization Analysis worksheets.

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments: if an employee has an active full-time appointment in the same department, any part-time appointments in that department are bypassed. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported, including appointments in multiple titles in the same department. The number of appointments will be larger than the number of employees.

Admin 4: College Lab Technician

Discipline: **College Lab Tech: Science, Tech, Eng.**
Appointments: **28**

Department	Department Name	Technicians
10007	Business and Technology	1
10142	Health Science	6
70054	Library	1
10195	Math, Engineering & Comp Sci	6
10208	Natural Sciences	14

Discipline: **College Lab Tech: Other**
Appointments: **10**

Department	Department Name	Technicians
10104	Education & Language Acquisiti	2
10102	English	1
10158	Humanities	7

Admin 4: College Lab Technician Adjunct

Discipline: **College Lab Tech: Science, Tech, Eng.**
Appointments: **40**

Department	Department Name	Technicians
10218	EMT & Paramedical	3
10142	Health Science	14
70054	Library	2
10195	Math, Engineering & Comp Sci	10
10208	Natural Sciences	11

Discipline: **College Lab Tech: Other**
Appointments: **18**

Department	Department Name	Technicians
75018	Career Development	1
10102	English	1
10158	Humanities	14
10296	Theater	1
70001	VP For Academic Affairs	1

Appendix D Faculty Department-Discipline Assignments

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

This Appendix lists faculty (academic) departments and the disciplines to which they are assigned for utilization reporting. Only departments with assigned faculty are listed here.

Disciplines listing fewer than five faculty in a job group are listed but are not included in the Utilization Worksheets.

Labor Market Availability estimates are based on degree completion data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

This report lists both full-time and part-time appointments. The following business rules apply to part-time appointments: if an employee has an active full-time appointment in the same department, any part-time appointments in that department are bypassed. If an employee has multiple part-time appointments in the same department and in the same title, that appointment is counted only once. Other multiple part-time appointments are reported, including appointments in multiple titles in the same department. The number of appointments will be larger than the number of employees.

Discipline: Biological and Biomedical Sciences AND Physical Sciences

Appointments: 127

Department	Department Name	Faculty (full-time and adjunct)
10208	Natural Sciences	127

Discipline: Business, Management, Marketing and Support

Appointments: 59

Department	Department Name	Faculty (full-time and adjunct)
10007	Business and Technology	59

Discipline: Education

Appointments: 86

Department	Department Name	Faculty (full-time and adjunct)
10104	Education & Language Acquisiti	86

Discipline: Education - Developmental

Appointments: 302

Department	Department Name	Faculty (full-time and adjunct)
15002	ACE Vocational	30
60008	Adult Basic Skills	13
75018	Career Development	1
65017	College Now	138
75023	Counseling/Academic Advisement	4
60038	Ctr Immigrant Edu & Tech	14
65068	CUNY Language Immersion Prog	9
65013	Middle College	1
65033	Program For Deaf Adults	1
75080	Testing	13
60114	The English Language Center	54
70001	VP For Academic Affairs	14
65120	Workforce Development	10

Discipline: Education: K-12

Appointments: 3

Department	Department Name	Faculty (full-time and adjunct)
65147	High School, International	3

Discipline: English Language and Literature/Letters

Appointments: 110

Department	Department Name	Faculty (full-time and adjunct)
10102	English	110

Discipline: Health Professions and Related Programs

Appointments: 208

Department	Department Name	Faculty (full-time and adjunct)
10218	EMT & Paramedical	80
10142	Health Science	128

Discipline: Liberal Arts and Sciences, General Studies & Humanities

Appointments: 150

Department	Department Name	Faculty (full-time and adjunct)
10158	Humanities	150

Discipline: Library (Librarians/Non-Teaching)

Appointments: 14

Department	Department Name	Faculty (full-time and adjunct)
70054	Library	14

Discipline: Mathematics and Computer Science

Appointments: 159

Department	Department Name	Faculty (full-time and adjunct)
10195	Math, Engineering & Comp Sci	159

Discipline: Social Sciences

Appointments: 126

Department	Department Name	Faculty (full-time and adjunct)
10280	Social Science	126

Appendix E Utilization Analysis -Staff Job Groups

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

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

Underutilization numbers for females and total minorities represent placement goals.

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

This exhibit covers full-time employees only.

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 20

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
04314	Dean
04701	Sr Vice President
04702	Vice President

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	10	12	2	5	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	50.0%	60.0%	10.0%	25.0%	25.0%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial

Description: HE Officer series administrators-senior level

Appointments: 115

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	80	74	13	26	34
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	69.6%	64.3%	11.3%	22.6%	29.6%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

Category: Executive/Administrative/Managerial

Job Group: Managerial: Facilities

Description: Facility Superintendents and Managers

Appointments: 4

Employees in this group hold the following titles:

Title ID	Title Name
04975	Admin Supt Builds Grds
04984	Chief Admin Supt - Competitive

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	1	3	1	1	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	25.0%	75.0%	25.0%	25.0%	25.0%
Labor Market Avail. Percent	21.3%	38.1%	13.9%	11.3%	11.3%

Category: Executive/Administrative/Managerial

Job Group: Managerial: Info Tech

Description: Information Technology-Managers

Appointments: 3

Employees in this group hold the following titles:

Title ID	Title Name
04973	IT Computer Systems Mgr

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	2	0	0	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	33.3%	66.7%	0.0%	0.0%	66.7%
Labor Market Avail. Percent	26.5%	51.6%	24.0%	10.6%	15.4%

Category: Executive/Administrative/Managerial

Job Group: Managerial: Security

Description: Campus Security-Managers

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04980	Campus Security Asst Dir
04979	Campus Security Dir

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	2	2	0	2	0
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	100.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	22.0%	59.7%	5.1%	30.4%	23.3%

Category: Professional Non-Faculty

Job Group: Accountant: Professional

Description: Accounting-Professionals

Appointments: 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**
Number of Employees	4	5	0	3	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		1		
Actual Utilization Percent	66.7%	83.3%	0.0%	50.0%	33.3%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%

Category: Professional Non-Faculty

Job Group: Admin 3: Professional

Description: HE Officer Series: Entry and mid-level administrators

Appointments: 199

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	151	155	33	55	66
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	75.9%	77.9%	16.6%	27.6%	33.2%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

Category: Professional Non-Faculty

Job Group: Admin 5: Engineer-Architect

Description: Engineers, Architects and related titles

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04821	Architect Asst
04823	Engineer Asst
04819	Project Mgr

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	2	1	0	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	0.0%	100.0%	50.0%	0.0%	50.0%
Labor Market Avail. Percent	16.1%	30.7%	13.1%	4.7%	11.1%

Category: Professional Non-Faculty

Job Group: Info Tech: Professional

Description: Information Technology-Professionals

Appointments: 46

Employees in this group hold the following titles:

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

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	15	34	8	3	23
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	4		5	3	
Actual Utilization Percent	32.6%	73.9%	17.4%	6.5%	50.0%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

Category: Professional Non-Faculty

Job Group: Nurse

Description: Nurses

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
50910	Nurse

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

Category: Administrative Support Workers

Job Group: Accountant: Assistant

Description: Accounting-Support staff

Appointments: 4

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
Number of Employees	4	4	0	1	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	100.0%	100.0%	0.0%	25.0%	75.0%
Labor Market Avail. Percent	83.1%	49.2%	10.8%	19.3%	17.3%

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Assistants-Senior level

Appointments: 13

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	13	9	3	4	2
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	100.0%	69.2%	23.1%	30.8%	15.4%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Office Assistants-Entry level

Appointments: 62

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	48	54	10	17	26
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	77.4%	87.1%	16.1%	27.4%	41.9%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

Category: Administrative Support Workers

Job Group: Mail Services Worker

Description: Mail Services Workers

Appointments: 9

Employees in this group hold the following titles:

Title ID	Title Name
04921	Mail Message Svcs Worker

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	7	7	0	0	7
Underutilized (Y = Yes)			Y	Y	
Number Underutilized			1	2	
Actual Utilization Percent	77.8%	77.8%	0.0%	0.0%	77.8%
Labor Market Avail. Percent	31.3%	61.3%	7.8%	27.5%	22.8%

Category: Technicians

Job Group: Broadcast-Media

Description: Broadcast/Media Technicians and Graphic Designers

Appointments: 4

Employees in this group hold the following titles:

Title ID	Title Name
04992	Broadcast Assc
90622	Media Svcs Tech

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	1	4	0	4	0
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	25.0%	100.0%	0.0%	100.0%	0.0%
Labor Market Avail. Percent	32.4%	26.2%	6.1%	7.0%	10.6%

Category: Technicians

Job Group: Engineering Technician

Description: Engineering and Architectural Technicians

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
04834	Facilities Coord

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

Category: Technicians

Job Group: Info Tech: Technician

Description: Information Technology-Tech Support

Appointments: 14

Employees in this group hold the following titles:

Title ID	Title Name
04865	IT Support Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	13	3	5	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	21.4%	92.9%	21.4%	35.7%	35.7%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%

Category: Technicians

Job Group: Print Media Technician

Description: Print Shop Technicians and related titles

Appointments: 2

Employees in this group hold the following titles:

Title ID	Title Name
04808	Graphics Designer
04807	Print Shop Coordinator

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	0	2	0	1	1
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	0.0%	100.0%	0.0%	50.0%	50.0%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%

Category: Craft Workers

Job Group: Laborers and Helpers

Description: Entry-Level Craft Workers

Appointments: 1

Employees in this group hold the following titles:

Title ID	Title Name
12202	Stock Worker Supervisor

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

Category: Service Workers

Job Group: Campus Public Safety Sergeant

Description: Campus Security-Supervisors and Specialists

Appointments: 9

Employees in this group hold the following titles:

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

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	3	7	0	4	3
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	33.3%	77.8%	0.0%	44.4%	33.3%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

Category: Service Workers

Job Group: Campus Peace Officer

Description: Campus Security-Mid level staff

Appointments: 26

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	4	22	3	12	6
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	15.4%	84.6%	11.5%	46.2%	23.1%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

Category: Service Workers

Job Group: Campus Security Assistant

Description: Campus Security-Entry level staff

Appointments: 30

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	10	29	8	17	4
Underutilized (Y = Yes)					Y
Number Underutilized					2
Actual Utilization Percent	33.3%	96.7%	26.7%	56.7%	13.3%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

Category: Service Workers

Job Group: Custodial: Supervisory

Description: Custodial-Supervisors (all titles)

Appointments: 3

Employees in this group hold the following titles:

Title ID	Title Name
04862	Custodial Supervisor

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	1	3	0	1	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	33.3%	100.0%	0.0%	33.3%	66.7%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

Category: Service Workers

Job Group: Custodial: Assistant

Description: Custodial-Entry level

Appointments: 30

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Employees	15	29	2	4	22
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	50.0%	96.7%	6.7%	13.3%	73.3%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

Appendix E Utilization Analysis - College Laboratory Technicians

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

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

Underutilization numbers for females and total minorities represent specific placement goals.

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

This exhibit covers full-time employees only.

APPENDIX E-2 FULL-TIME COLLEGE LAB TECHNICIAN UTILIZATION BY CATEGORY **2022 - 2023**
LaGuardia CC

College Lab Tech: Science, Tech, Eng.

Appointments: 28

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

Department ID	Department Name
10007	Business and Technology
10142	Health Science
70054	Library
10195	Math, Engineering & Comp Sci
10208	Natural Sciences

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	15	22	7	3	11
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	53.6%	78.6%	25.0%	10.7%	39.3%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

College Lab Tech: Other

Appointments: 10

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

Department ID	Department Name
10104	Education & Language Acquisiti
10102	English
10158	Humanities

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	3	1	0	2
Underutilized (Y = Yes)		Y	Y	Y	
Number Underutilized		2	1	1	
Actual Utilization Percent	30.0%	30.0%	10.0%	0.0%	20.0%
Labor Market Avail. Percent	30.4%	50.7%	22.4%	10.3%	16.0%

Appendix E Utilization Analysis - Faculty By Discipline and Job Group

This Appendix provides a utilization analysis for combination of faculty job group and academic discipline with five or more employees.

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

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

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

This report covers full-time faculty groups only.

APPENDIX E-3 - FULL-TIME FACULTY UTILIZATION BY DISCIPLINE/PROGRAM **2022 - 2023**
LaGuardia CC

Biological and Biomedical Sciences AND Physical Sciences

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

10208 Natural Sciences

Job Group Faculty: Professoriate

Appointments: 37

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	17	21	13	4	4
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	45.9%	56.8%	35.1%	10.8%	10.8%
Labor Market Avail. Percent	45.8%	23.2%	10.0%	4.0%	6.8%

Business, Management, Marketing and Support

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

10007 Business and Technology

Job Group Faculty: Professoriate

Appointments: 16

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	9	6	3	2	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	56.3%	37.5%	18.8%	12.5%	6.3%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

Job Group Faculty: Lecturer

Appointments: 10

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	6	9	1	3	5
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	60.0%	90.0%	10.0%	30.0%	50.0%
Labor Market Avail. Percent	46.7%	39.2%	13.0%	11.1%	13.0%

Education

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

10104 Education & Language Acquisiti

Job Group Faculty: Professoriate

Appointments: 16

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	11	8	4	1	3
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	68.8%	50.0%	25.0%	6.3%	18.8%
Labor Market Avail. Percent	69.1%	33.2%	3.8%	18.8%	8.6%

Job Group Faculty: Lecturer

Appointments: 8

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	5	5	2	2	1
Underutilized (Y = Yes)	Y				
Number Underutilized	1				
Actual Utilization Percent	62.5%	62.5%	25.0%	25.0%	12.5%
Labor Market Avail. Percent	78.3%	27.5%	4.8%	8.6%	12.3%

Education - Developmental

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

60008	Adult Basic Skills
75023	Counseling/Academic Advisement
65068	CUNY Language Immersion Prog
65033	Program For Deaf Adults

Job Group **Faculty: Developmental**

Appointments: 13

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	9	4	3	0	1
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	69.2%	30.8%	23.1%	0.0%	7.7%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

English Language and Literature/Letters

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

10102 English

Job Group **Faculty: Professoriate**

Appointments: 64

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	42	24	12	4	8
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	65.6%	37.5%	18.8%	6.3%	12.5%
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%

Health Professions and Related Programs

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

10142 Health Science

Job Group **Faculty: Professoriate**

Appointments: 33

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	26	13	6	5	2
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	78.8%	39.4%	18.2%	15.2%	6.1%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

Liberal Arts and Sciences, General Studies & Humanities

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

10158 Humanities

Job Group Faculty: Professoriate

Appointments: 41

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	22	11	4	4	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	53.7%	26.8%	9.8%	9.8%	7.3%
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%

Job Group Faculty: Lecturer

Appointments: 6

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	4	2	0	1	1
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	66.7%	33.3%	0.0%	16.7%	16.7%
Labor Market Avail. Percent	59.5%	35.5%	3.9%	15.0%	13.4%

Library (Librarians/Non-Teaching)

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

70054 Library

Job Group **Faculty: Librarian**

Appointments: 14

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	8	5	2	2	1
Underutilized (Y = Yes)	Y				
Number Underutilized	4				
Actual Utilization Percent	57.1%	35.7%	14.3%	14.3%	7.1%
Labor Market Avail. Percent	82.8%	13.6%	4.0%	4.4%	3.8%

Mathematics and Computer Science

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

10195	Math, Engineering & Comp Sci

Job Group Faculty: Professoriate

Appointments: 48

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	15	24	13	8	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	31.3%	50.0%	27.1%	16.7%	6.3%
Labor Market Avail. Percent	23.3%	25.8%	11.1%	6.2%	5.4%

Social Sciences

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

10280 Social Science

Job Group **Faculty: Professoriate**

Appointments: 40

	Utilization Report				
	Female	**Total Minority**	**Asian/Nat. Haw./Other Pac. Isl.**	**Black/African Am.**	**Hispanic/ Latino**
Number of Faculty	25	20	5	8	6
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	62.5%	50.0%	12.5%	20.0%	15.0%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

Appendix F Tenure Actions

This Appendix summarizes tenure actions.

Tenure is a permanent status awarded on the basis of years of service and/or academic or research achievement. It applies only to full-time faculty and laboratory technicians.

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

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

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

Tenure applies only to full-time faculty.

APPENDIX F-2 - Tenure Actions **2022 - 2023**

LaGuardia CC

Business and Technology			
Professor	Gained Tenure Tenured	Female	White
Education & Language Acquisiti			
Assc Professor	Gained Tenure Tenured	Female	Hispanic/Latino
English			
Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Female	Black/African Am.
Assc Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	Hispanic/Latino
Health Science			
Assc Professor	Gained Tenure Tenured	Male	Black/African Am.
Assc Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Assc Professor	Gained Tenure Tenured	Female	Black/African Am.
Assc Professor	Gained Tenure Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	Black/African Am.
Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Humanities			
Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Female	White
Professor	Gained Tenure Tenured	Male	White
Professor	Gained Tenure Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Professor	Gained Tenure Tenured	Male	White
Professor	Gained Tenure Tenured	Male	White
Library			
Assc Professor	Gained Tenure Tenured	Female	Black/African Am.
Assc Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Professor	Gained Tenure Tenured	Male	White
Math, Engineering & Comp Sci			
Assc Professor	Gained Tenure Tenured	Male	Black/African Am.
Assc Professor	Gained Tenure Tenured	Male	White

APPENDIX F-2 - Tenure Actions **2022 - 2023**

LaGuardia CC

Math, Engineering & Comp Sci

Assc Professor	Gained Tenure Tenured	Female	White
Assc Professor	Gained Tenure Tenured	Male	Black/African Am.
Assc Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Professor	Gained Tenure Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.

Natural Sciences

Assc Professor	Gained Tenure Tenured	Female	Hispanic/Latino
Assc Professor	Gained Tenure Tenured	Male	White
Assc Professor	Gained Tenure Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Assc Professor	Gained Tenure Tenured	Male	White
Assc Professor	Gained Tenure Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
Assc Professor	Gained Tenure Tenured	Male	Asian/Nat.Haw./Other Pac. Isl.
College Lab Tech	Gained Tenure Tenured	Male	White
College Lab Tech	Gained Tenure Tenured	Female	Black/African Am.
Professor	Gained Tenure Tenured	Female	Hispanic/Latino
Professor	Gained Tenure Tenured	Female	Asian/Nat.Haw./Other Pac. Isl.
Professor	Gained Tenure Tenured	Female	White

Social Science

Assc Professor	Gained Tenure Tenured	Female	Hispanic/Latino

Summary for the College

Total Staff:		Ttl Minority	Asian	Black/AfAm	Hispanic/Latino	White	Oth/Unk
34	**Female**	17	7	5	5	17	0
17	**Male**	9	6	3	0	8	0
0	**Oth/Unk**	0	0	0	0	0	0
51	**Total**	26	13	8	5	25	0

Appendix F Personnel Activity

This Appendix details personnel activities.

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

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

Appendix G Exceptions to the Search Process

This Appendix lists search exceptions.

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

The waiver process requires an application with justification that is reviewed by the Office of the Vice Chancellor for Human Resources.

This listing includes waivers that were scheduled to be effective during the Plan Year. Some candidates may have declined or delayed appointments. Waivers granted to correct minor search issues and adjustments to titles are not listed.

The waiver process applies to full-time appointments only.

APPENDIX G-2 - Exceptions to the Search Process **2022 - 2023**
LaGuardia CC

Waivers effective between 6/1/2021 and 5/31/2022. Excludes title adjustments based on reviews, search corrections, and withdrawn requests.

Facilities	Gender	Ethnicity
HE Officer	Male	Black/African Am.
Basis Advancement		

President's Office	Gender	Ethnicity
Administrator	Female	Hispanic/Latino
Basis Sr Executive/Request of Sr Exec		

Appendix G Summary of Recruiting Activities

This Appendix provides details of candidate pools and outcomes of searches.

Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2021 through May 31, 2022).

Appendix H Utilization of Individuals with Disabilities by Job Group

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

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

This report lists full-time and part-time employee job groups separately.

APPENDIX H - Utilization of Individuals with Disabilities by Job Group (Full Time) **2022 - 2023**

LaGuardia CC

The federal guideline for representation is 7% for each job group.

Total Individual(s) with Disabilities: 18 Percent of total reported employees: 1.8%

Category: Executive/Administrative/Managerial	Staff	Indiv. with Disabilities	Rate
Admin 1: Executive	20	1	5.0%
Admin 2: Managerial	115	1	0.9%
Managerial: Facilities	4	0	0.0%
Managerial: Info Tech	3	0	0.0%
Managerial: Security	2	0	0.0%

Category: Professional Faculty	Staff	Indiv. with Disabilities	Rate
Faculty: Professoriate	297	4	1.3%
Faculty: Librarian	14	0	0.0%
Faculty: Lecturer	34	2	5.9%
Faculty: Developmental	13	0	0.0%

Category: Professional Non-Faculty	Staff	Indiv. with Disabilities	Rate
Accountant: Professional	6	0	0.0%
Admin 3: Professional	199	6	3.0%
Admin 5: Engineer-Architect	2	0	0.0%
Info Tech: Professional	46	1	2.2%
Nurse	1	0	0.0%

Category: Administrative Support Workers	Staff	Indiv. with Disabilities	Rate
Accountant: Assistant	4	0	0.0%
Administrative Assistant	13	0	0.0%
Office Assistant	62	2	3.2%
Mail Services Worker	9	1	11.1%

Category: Technicians	Staff	Indiv. with Disabilities	Rate
Admin 4: College Lab Technician	38	0	0.0%
Broadcast-Media	4	0	0.0%
Engineering Technician	1	0	0.0%
Info Tech: Technician	14	0	0.0%
Print Media Technician	2	0	0.0%

Category: Craft Workers	Staff	Indiv. with Disabilities	Rate
Laborers and Helpers	1	0	0.0%

Category: Service Workers	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	9	0	0.0%
Campus Peace Officer	26	0	0.0%
Campus Security Assistant	30	0	0.0%
Custodial: Supervisory	3	0	0.0%
Custodial: Assistant	30	0	0.0%

APPENDIX H - Utilization of Individuals with Disabilities by Job Group (Part-Time Appointments) 2022 - 2023

LaGuardia CC

The federal guideline for representation is 7% for each job group.

Total Individual(s) with Disabilities: 30 Percent of total reported employees: 1.6%

Category:		Staff	Indiv. with Disabilities	Rate
Executive/Administrative/Managerial				
	Admin 2: Managerial Adjunct	147	4	2.7%
Professional Faculty				
	Faculty: Lecturer Adjunct	603	8	1.3%
	Faculty: Professoriate Adjunct	357	4	1.1%
	Faculty: Developmental Adjunct	2	0	0.0%
	Faculty: Continuing Education	196	4	2.0%
Professional Non-Faculty				
	Disability Accommodation Specl Adjunct	28	0	0.0%
	Info Tech: Professional Adjunct	9	0	0.0%
Administrative Support Workers				
	Office Assistant Adjunct	466	9	1.9%
Technicians				
	Admin 4: College Lab Technician Adjunct	58	1	1.7%
	Info Tech: Technician Adjunct	2	0	0.0%
Service Workers				
	Custodial: Assistant Adjunct	10	0	0.0%