

2023 – 2024 AFFIRMATIVE ACTION PLANS

CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM

Addendum:

Covering Italian Americans, designated as a CUNY protected group

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This plan is available for review at: [Diversity, Equity, Inclusion - Newmark J-School \(cuny.edu\)](#)

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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update CUNY's employment and advancement of Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976. CUNY began tracking the experience of Italian American employees in nearly thirty years ago as a result of a number of legal settlements.

Craig Newmark Graduate School of Journalism is one of the multiple affirmative action establishments at the City University of New York (CUNY). CUNY's business rules for reporting data on Italian Americans mirror those developed for compliance with Affirmative Action regulations of the federal government. To encourage clarity, this report will not repeat content in the federal Affirmative Action Plan and serves as a supplement.

The employee census date is June 1, 2023. The previous reporting year was June 1, 2022 – May 31, 2023. The program year for this plan is September 1, 2023 – August 31, 2024.

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

Overview of the College

Refer to the federal Affirmative Action Plan for an overview of the college.

Policies

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

Appendix C of the federal Affirmative Action Plan provides the text of these policies.

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

CUNY periodically reaffirms its commitment to Equal Employment Opportunity, through publishing its policy in several locations and including the policy on job postings. As noted in the federal Affirmative Action Plan, the college issues an annual Reaffirmation letter, which references CUNY's policy related to Italian Americans.

Responsibilities

The entire community participates in promoting diversity and inclusion. We have assigned certain specific responsibilities, as detailed in the federal Affirmative Action Plan. The following additional information is relevant to this Plan:

Italian American Faculty and Staff Council

The University's Office of Human Resources Management works closely with the Italian American Faculty Council to provide recommendations to campuses based on workforce data. SOJ collaborates with the Calandra Institute to increase campus recruitment efforts, resulting in a rise in Italian American applicants, interviews, and offers during the past reporting year (refer to Appendix E: Personnel Activity Summary). It is important to note that the Faculty & Staff Advisory Council – Calandra Italian American Institute (calandrainstitute.org) lists all currently active members on their webpage.

University Management

In 2022-2023, CUNY participated in an Expert Panel Review process to evaluate the methods by which CUNY collects and reports information related to Italian American employees, including the methods by which we conduct self-identification and calculate Labor Market Availability. CUNY's University Office of Recruitment and Diversity (ORD) interacts with members of CUNY's Calandra Institute for Italian American studies to identify ways to promote the inclusion of Italian Americans. As of the Census Date, this project had not been completed.

PART TWO: DATA AND ANALYSIS

Collecting Employee Data

We extracted data on full-time employees active as of June 1, 2023 from CUNY's system of record, CUNYfirst. We include personnel on most paid leaves, including medical leave and fellowship/ sabbatical leave. We do not include personnel on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or persons 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 college last conducted a system-wide self-identification canvas on September 26, 2023. We invite job applicants to self-identify on the job application portal.

Out of the College's 195 employees, 7 employees did not identify a gender and 5 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. A total of 36 employees did not identify a veteran status and 159 did not identify a disability status.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the Italian American 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
- Italian American
- White (not a protected group)

We record a person identifying If a person identifies as both Hispanic/Latino and some another group as Hispanic/Latino, and not as Two or More Races. American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status. We invite employees to optionally provide data on their ancestries from a list of approximately sixty categories.

If an employee identifies as Italian American in additional to a federally protected race/ethnicity, the employee is counted as both Italian American and in the federally protected group. Since the groups are not exclusive, the end result is that some employees are counted twice in the underutilization reports.

The federal government is preparing new standards for self-identification which are likely to impact future Affirmative Action plans.

Analyzing Data

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

- Workforce Analysis (Evaluating employment within organizational units/departments)
- Job Group Analysis (Analysis of job groups and academic disciplines)
- Utilization Analysis (Comparisons with labor market availability measures)
- Transaction Analysis (Reviews of Personnel Actions and Recruitment)

We rely on methods provided by the US Department of Labor's Office of Contract Compliance Programs (OFCCP), in particular, the *Educational Institutions Technical Assistance Guide (2019)*. Further details are provided throughout this report. Employees who indicate Italian American ancestry are counted in this Plan regardless of other racial or ethnic identification, similarly to counting gender separately from race and ethnicity.

Workforce Analysis

Workforce Analysis can be viewed as a "locational" review, presenting employees by the division and department to which they report. We review the data organized by job title in order of rank or salary grade.

Due to length, Workforce Analysis charts are not included here. The following summarizes the composition of the workforce by job group and by tenure status (for faculty).

There are 6 organizational units for full-time employees. The overall composition of full-time female, total minority, and Italian American employees within the organizational units is as follows:

- Executive/Administrative/Managerial (other than the Chief Executive): 67.8% female; 64.2% total minorities; 10.7% Italian American
- Professional Faculty: 55.5% female; 27.7% total minorities; 0% Italian American
- Professional Non-Faculty: 61.5% female; 76.9% total minorities; 0% Italian American
- Technicians: 0% female; 45.4% total minorities; 9.1% Italian American
- Service Workers: 40% female; 60% total minorities; 0% Italian American

There are 6 organizational units for part-time employees. The overall composition of part-time employees within the organizational units is as follows:

- Executive/Administrative/Managerial: 63.8% female; 48.2% total minorities; 0% Italian American
- Professional Faculty: 54.1% female; 52% total minorities; 0% Italian American
- Administrative Support Workers: 63.6% female; 45.4% total minorities; 0% Italian American
- Technicians: 100% female; 0% total minorities; 0% Italian American

It is also helpful to look at how this representation has shifted from the last academic year. For example,

- For full-time employees, the total number of employees increased from 72 to 75. The percentage of female, total minority, and Italian American representation, among full-time employees, similarly increased (from 50% to 52%, 54 to 55%, and 4% to 5%, respectively).
- SOJ's part-time workforce decreased in total number of employees (from 123 employees in 2022 to 120 employees in 2023), and the percentage of female and Italian American representation declined slightly as well. However, despite the decrease in total number of employees in SOJ's part-time workforce, the percentage of total minority employees increased (from 44% in 2022 to 49% in 2023).

Table 1: Workforce by Job Group

Workforce by Job Group and Category (excludes Chief Executive)**June 1, 2023****Craig Newmark Graduate School of Journalism****Total Appointments: 195****Executive/Administrative/Managerial**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Admin 1: Executive	5	3	60.0%	3	60.0%	0	0.0%
Admin 2: Managerial	21	14	66.7%	13	61.9%	3	14.3%
Admin 2: Managerial Adjunct	58	37	63.8%	28	48.3%	0	0.0%
Managerial: Info Tech	1	1	100.0%	1	100.0%	0	0.0%
Managerial: Security	1	1	100.0%	1	100.0%	0	0.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Faculty: Professoriate	9	4	44.4%	2	22.2%	0	0.0%
Faculty: Librarian	1	1	100.0%	0	0.0%	0	0.0%
Faculty: Lecturer	8	5	62.5%	3	37.5%	0	0.0%
Faculty: Lecturer Adjunct	24	13	54.2%	12	50.0%	0	0.0%
Faculty: Professoriate Adjunct	12	5	41.7%	7	58.3%	0	0.0%
Faculty: Continuing Education	12	8	66.7%	6	50.0%	0	0.0%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Admin 3: Professional	7	7	100.0%	6	85.7%	0	0.0%
Info Tech: Professional	6	1	16.7%	4	66.7%	0	0.0%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Office Assistant Adjunct	11	7	63.6%	5	45.5%	0	0.0%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Admin 4: College Lab Technician	6	0	0.0%	2	33.3%	1	16.7%
Broadcast-Media	5	0	0.0%	3	60.0%	0	0.0%
Broadcast-Media Adjunct	2	2	100.0%	0	0.0%	0	0.0%

Service Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %	Ital Amer #	Ital Amer %
Campus Public Safety Sergeant	1	1	100.0%	1	100.0%	0	0.0%
Campus Peace Officer	2	1	50.0%	1	50.0%	0	0.0%
Custodial: Assistant	2	0	0.0%	1	50.0%	0	0.0%
Custodial: Assistant Adjunct	1	0	0.0%	1	100.0%	0	0.0%

Full-Time Faculty by Title and Tenure Status

Over the past two years, the number of Distinguished Lecturers has remained constant at 8, with 5 of them (62.5%) being females, 3 of them (37.5%) being total minorities, and no representation of Italian Americans.

The number of Tenured Associate Professor-Librarians has also remained the same with 1 female (100%) and no representation of total minorities or Italian Americans.

For this reporting year, there are a total of 3 Tenured Associate Professors, of which 2 are females (66.7%). Additionally, 1 female Associate Professor is on track for tenure. The total number of Tenured Full Professors is 5, with 1 female (20%), 2 (40%) total minorities, and no representation of Italian Americans.

Table 2: Tenure Status

Faculty: Lecturer

Distinguished Lecturer	8	5	62.5%	3	37.5%	0	0.0%
Instructors and others PSC	8	5	62.5%	3	37.5%	0	0.0%

Faculty: Librarian

Assc Professor-Librarian	1	1	100.0%	0	0.0%	0	0.0%
Tenured	1	1	100.0%	0	0.0%	0	0.0%

Faculty: Professoriate

Assc Professor	4	3	75.0%	0	0.0%	0	0.0%
Tenured	3	2	66.7%	0	0.0%	0	0.0%
Track Tenure	1	1	100.0%	0	0.0%	0	0.0%
Professor	5	1	20.0%	2	40.0%	0	0.0%
Tenured	5	1	20.0%	2	40.0%	0	0.0%

Job Group Analysis

Appendix D-2 in the federal plan lists job groups and assignment of departments to disciplines for the College Laboratory Technicians.

At present, data on Italian American faculty is analyzed at the job-group level, and there is no information collected related to academic discipline as there is with faculty analyzed for the federal plan.

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), and Italian Americans.

Labor Market Source Data

Labor Market Availability is an estimate used to benchmark staffing of persons in protected groups, by job group. It represents the proportion of each group available for employment in the labor market from which CUNY recruits. This information is based upon an external labor market in a reasonable geographic area, and an internal labor market of CUNY personnel eligible to be hired or advanced into certain jobs.

- For external candidates, we utilized the US Census American Community Survey (ACS), 5-year estimate, 2017-2021 (final), extracted from University of Minnesota's Integrated Public User Microdata Sample (IPUMS). Data is extracted based on a combination of geography, labor force participation, occupation, and educational attainment, depending on job group.
- For internal candidates, we utilized lists of CUNY-wide appointments over the 2017-2022 time period and consulted with CUNY's Director of Civil Service Operations. Internal demographics are based on the last plan's census date (June 1, 2022).

To identify Italian American ancestry, we utilize the "Ancestry 1" and "Ancestry 2" fields from the American Community Survey. Prior to 2023, CUNY utilized a formula in which it counted the first ancestry identified at 100% and the second ancestry identified at 50%. As of 2023, we are counting any identification of Italian American ancestry at 100%.

Appendix D 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 advancement or hiring opportunities.

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

Table 3: Summary of Underutilization and Goals

This is a summary of underutilization of protected groups for staff Job Group and EEO Category. We report Job Groups only in the years each has five or more incumbents.

This summary reports underutilization as follows:

2020 - 2021 Plan (as of 6/1/2020)

2021 - 2022 Plan (as of 6/1/2021)

2022 - 2023 Plan (as of 6/1/2022)

2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

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.

CUNY has started calculating hourly staff underutilization on a preliminary basis, and there is not yet any history to report.

Executive/Administrative/Managerial

Admin 1: Executive

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
2023	5			1			
2021	5						
2020	5						

Admin 2: Managerial

2023	21			1			
2022	19						
2021	17			1	2		
2020	16			1	2		

Professional Non-Faculty

Admin 3: Professional

	Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
2023	7						1
2022	6						1
2021	6						1
2020	6						1

Info Tech: Professional

2023	6	1		2			
2022	12	4		3			
2021	13	6		4			
2020	15	4		4			

Technicians

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ African Am.	Hispanic/ Latino	Italian American
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Technicians

Admin 4: College Lab Technician

College Lab Tech: Other

2023	6	5	1	1			
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Broadcast-Media

2023	5	2					1
2022	5	2					1
2021	5	2					1
2020	5	2					1

This is a summary of underutilization of protected groups by Job Group and Discipline in faculty ranks. We report combinations of Job Group and Discipline only in the years each has five or more incumbents.

This summary reports underutilization as follows:

- 2020 - 2021 Plan (as of 6/1/2020)
- 2021 - 2022 Plan (as of 6/1/2021)
- 2022 - 2023 Plan (as of 6/1/2022)
- 2023 - 2024 Plan (this plan, as of 6/1/2023)

In 2023, we updated Labor Market Availability estimates for the 2023 Plan Year, which could impact results. See the Narrative for details.

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.

CUNY has started calculating adjunct underutilization on a preliminary basis, and there is not yet any history to report.

Total Staff	Female	Total Minority	Asian/Nat Haw./OPI	Black/ AfricanAm.	Hispanic/ Latino	Italian American
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Faculty: Professoriate

2023	9					1
2022	10					1
2021	7	1				
2020	9	1				

Faculty: Lecturer

2023	8			1		1
2022	8			1		1
2021	5	1	2	1		1
2020	7		1	1	1	1

Utilization, Underutilization, and Placement Goals

The “Summary of Historical Changes in Underutilization” Exhibit utilized the same labor market availability data to calculate underutilization for each campus job group from 2020 - 2022. However, this data was revised by the University for this reporting 2022 - 2023 plan year. As a result, underutilization percentages and numbers may have changed in some categories.

Executive/Administrative/Managerial (Full-Time Employees)

Within the Admin 1: Executive title (which includes full-time employees in the Executive Compensation Plan other than the Chief Executive), there are a total of 5 employees, which represents an increase from last year when there were 4. Females represent 60% (3/5 employees), well above the labor market availability for this title (45.6%). Employees in the total minority category also represent 60% of this title; again, well above the labor market availability (29.6%). Black/African American employees account for 40% of the contract title; significantly above the labor market availability of 8.8%. For these three protected groups, the number of employees has either remained the same or increased from last year. Specifically, in 2022, there were 3 female employees in the Admin 1: Executive title, only 1 employee in total minority category and none in the Black/African American category. This represents a significant increase in diverse representation among senior leaderships positions at SOJ.

While there is underutilization recorded for Asian/Native Hawaiian/Other Pacific Islander for 2023, underutilization has remained absent for all protected groups including Italian Americans for 2020, 2021, and 2023. There were less than 5 employees in this job group in 2022 therefore underutilization analysis is not provided. Additionally, there are no Italian American employees in this title and underutilization does not exist in this category for this year.

Within the Admin 2: Managerial title (which includes senior level administrators in the Higher Education Officer series), there are a total of 21 employees, which represents an increase from last year when there were 19. Females represent 66.7%, which exceeds the labor market availability for this title (57.7%). Employees in the total minority category represent 61.9% of this title; an actual utilization which also exceeds the labor market availability for this protected group for this title (51.7%). Black/African American and Hispanic/Latino employees each represent 23.8% of the contract title, which is above the labor market availability of 17.4% for Black/African American and 17.8% for Hispanic/Latino. Italian American employees represent 14.3% of this title, which is above the labor market availability of 11.2% for this protected group.

However, there is an underutilization of Asian/Native Hawaiian/Other Pacific Islander employees in this title. Asian/Native Hawaiian/Other Pacific Islander employees make up only 9.5% of the title, which is lower than the labor market availability of 14.2%.

Professional Non-Faculty (Full-Time Employees)

Within the Admin 3: Professional title (which includes entry and mid-level administrators in the Higher Education Officer series), there are a total of 7 employees, which represents an increase from last year when there were 6. Females represent 100%, which exceeds the labor market availability for this title (59.3%). Employees in the total minority category represent 85.7%, which also exceeds the labor market availability for this group (39.5%). Black/African American employees make up 28.6% of this title, while Hispanic/Latino employees represent 42.9%, both of which are significantly higher than the labor market availability of 9.6% for Black/African American employees and 10.4% for Hispanic/Latino employees.

Asian/Native Hawaiian/Other Pacific Islander employees represent 14.3% of this title which is slightly below the labor market availability of 16.5%. Nonetheless, there is no underutilization for any federally protected groups except for Italian Americans (1), in this title. Additionally, there is currently no representation for Italian American employees in this title.

Within the Info Tech: Professional title, there are a total of 6 employees which is a decrease from last year when there were 12. Females represent 16.7%, which is less than the labor market availability for this title (38.1%). Employees in the total minority category represent 66.7%, which is above the labor market availability for this group (59.4%). Black/African American employees make up 16.7% of this title which is above the labor market availability of 13.3% and Hispanic/Latino employees account for half of this title and is significantly higher than the labor market availability of 13.9%. However, there is currently no representation for Italian American employees in this title.

In 2023, the female underutilization rate has significantly decreased from 4 to 1, and the Asian/Native Hawaiian/Other Pacific Islander underutilization rate has decreased from 3 to 2. There are no Asian/Native Hawaiian/Other Pacific Islander employees in this title for this year, despite the labor market availability being 30.2%. There is also no representation for Italian American employees in this title for this year but underutilization for Italian Americans employees does not exist in this title.

Technicians (Full-Time Employees)

The Admin 4: College Lab Technician title has a total of 6 employees. Employees from minority groups make up 33.3% of the total workforce, with 16.7% being Black/African American and another 16.7% being Hispanic/Latino. In addition, Italian Americans employees also represent 16.7% of this title. Lastly, there is no female or Asian/Native Hawaiian/Other Pacific Islander employees in this title.

This year, underutilization has been reported for females at 5 and for total minority and Asian/Native Hawaiian/Other Pacific Islander employees at 1 in this title. It's important to note that this is the first-time underutilization has been reported in this category. Nonetheless, underutilization for Black/African American, Hispanic/Latino and Italian American employees remains absent in this title.

In the Broadcast-Media job title, there are a total of 5 employees, which is consistent with the number from last year. There are no female employees in this title, however, employees who belong to minority groups represent 60% of the total. This is significantly higher than the availability of this group in the labor market, which is at 26.6%. Moreover, Black/African American employees make up 40% of this title, which is also significantly higher than the labor market availability of 5.8%. Lastly, Hispanic/Latino employees represent 20% of this title, and Asian/Native Hawaiian/Other Pacific Islander employees represent 0%.

The underutilization rate of female employees has been consistently at 2 since 2020 for this title but the underutilization for all other federally protected groups has consistently remained absent also since 2020. Additionally, there are no Italian American employees in this title and underutilization is present at 1 for this year.

Faculty: Professoriate

There are a total of 9 employees in this job group, which is a slight decrease from the 10 employees last year. Out of the 9 employees in this title, 4 employees are female, and 2 employees belong to minority groups. Black/African American employees and Asian/Native Hawaiian/Other Pacific Islander employees each

represent 11.1%. However, there is no representation of Hispanic/Latino or Italian American employees in this job group for this reporting year.

For 2022-2023, underutilization remains absent for all federally protected groups except for Italian Americans which remains at 1 for both years.

Faculty: Lecturer

Within this title, there are a total of 8 lecturers, out of which 5 are females (62.5%) and 3 are minorities (37.5%). Black/African American employees make up 25% of this title, which is higher than the labor market availability of 6.5% and Hispanic/Latino employees make up 12.5% of this title, which is slightly higher than the labor market availability of 7.9%. Additionally, there is no representation of Asian/Native Hawaiian/Other Pacific Islander or Italian American employees in this title. Lastly, underutilization does not exist for any federally protected groups besides Asian/Native Hawaiian/Other Pacific Islander and Italian American employees.

Transaction-Based 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 groups with a material number of actions and/or applicants.

Appendix E summarizes job actions, including tenure, by Gender and Ethnicity.

Administration 1: Executive

A total of 3 hires reflects 2 (67%) males, 1 (33%) female, and 2 (67%) total minorities (Black/African Americans).

Administration 2: Managers

There were 3 hires of 2 (67%) males, 1 (33%) female, and 1 (33%) minority (Black/African American).

Administration 3: Professional

Within this job group, only 1 (100%) hire action occurred for a Hispanic female candidate.

Administration 4: College Lab Technicians

Several (6) hires took place for this job group reflecting 2 (33%) total minorities (Hispanic/Latino and Black African American) and 1 (17%) Italian American.

Faculty: Professorial

Within this job group, only 1 internal hire (returned to faculty position) occurred of 1 (100%) male non-minority.

IT Computer Professional

Only 1 internal hire (from another CUNY Campus) occurred of 1 (100%) Hispanic/Latino male in this group.

Please see Appendix E: Summary of Personnel Activities for overall workforce separation details.

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 Dean.

Table 4: Tenure Summary

Faculty Group	Total Tenure Awards	Tenure Awards to Females	Tenure Awards to Total Minorities	Tenure Awards to Italian Americans	Tenure Awards Denied
Professors	1	1	1	0	0
Associate Professors	1	1	0	0	0
Assistant Professors	0	0	0	0	0
Lecturers	0	0	0	0	0

Additionally, 8 College Faculty were either appointed or continued in the rank of Distinguished Lecturer, an award of merit recognizing extraordinary academic achievement. 5 Distinguished Lecturers are females, and 3 Distinguished Lecturers are members of a protected group. There is no representation of Italian American employees in this group.

Recruiting Activity

Appendix F summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2022 and May 31, 2023.

SOJ processed 14 searches that produced 415 applicant records of which 360 (87%) qualified as “Internet Applicants”. Total female applicants were 185 (51%) and male applicants were much less at 151 (42%). Total minority applicants were 235 (65%) which is significant, veteran applicants totaled 8 (2%), applicants who identified as individuals with disabilities totaled 35 (10%) and Italian American applicants equaled 12 (3%).

Interviews from the above applicant pool totaled 68 (18.9%) for 25 (16.6%) males, 40 (21.6%) females, 41 (17.4%) total minorities, and 3 (25%) Italian Americans. Interviews of individuals with disabilities totaled 4 (11.4%). Total hires were 10 (2.8%) of 3 (2%) males, 7 (3.8%) females, 7 (3%) total minorities (Black/African American and Hispanic/Latinos) and no Italian Americas. It is notable to mention that 1 (2.9%) applicant who identified as an individual with disabilities accepted an offer.

Please refer to Appendix F: Summary of Recruiting Activities for more details.

We report all searches resulting in an offer during the previous plan year. For some searches, 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 by June 1. This explains the differences between the total hires in personal activity reports and completed searches in recruitment reports.

Over the course of the year, the college made 7 exceptions to the search process, known as a search waiver.

Of 7 total waivers, 0 were awarded to females, 3 were awarded to members belonging to a protected group and 1 was awarded to an Italian American. 0 waivers represented initial hires, 1 waiver represented advancements of current personnel, and 6 waivers represented transfers of funding and other reasons.

Table 5: Search Waivers/Exceptions

Employee Group	Total Waivers	Waivers to Females	Waivers to Total Minorities	Waivers to Italian Americans
Executives (Admin 1 Job Group)	0	0	0	0
Higher Education Officer Series (Admin 2 and Admin 3 Job Groups)	1	0	0	0
Faculty (Professorial and Lecturer Group Groups)	0	0	0	0
Other (Describe)	6	0	3	1

Civil Service Hiring

We participated in 1 university-wide hiring pool 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 conducts interviews and makes hiring decisions. We report 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 scores.

Date of Pool	Job Group	Hires	Females	Total Minorities	Italian Americans
11/10/2022	IT Support Assistant	2	0	1	0

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.

2022-2023 Prior Year Programs

Last year, we undertook the following programs and initiatives to support affirmative action and create a culture of diversity, equity, and inclusion that aligns with our institutional mission and goals for our community, including all federally protected groups and Italian Americans (CUNY protected group).

Table 6: Summary of Campus Programs, 2022-2023

Program	Impact/Job Group
Continue enhancing DEI lens in pedagogy and instruction	Students and faculty
Schedule opportunities for open discussion on DEI topics	Students, faculty, and staff
Training for managers and supervisors with DEI lens	Staff
Workplace Violence Training	Achieve mandated student and workforce completion goals.
Black Media: Makers and Keepers of History	Students, faculty, and staff join for a public conversation on the history of Black media
Asian Women Report: Covering the Hate Crimes Crisis in Asian Community Media	Asian journalists discuss the rise of hate crimes in Asian American Communities
2022 Latino Media Summit	The Latino Media Summit is an annual gathering of the best in Latinx journalism, attended by faculty and students.
Asian Media, Past and Future	Students and faculty attend the launch of Asian Media Initiative, the first national initiative to build community media for Asian communities.
Faculty Member Discusses Her Book, Under the Skin	Students and faculty join faculty member to discuss her book, Under the Skin, that tells the story of racial health disparities in America.
Black Media Summit	Students and faculty attend the second annual Black Media Summit.
Black Media and the Spirit of Kwanzaa	Students, faculty, and staff come together to celebrate Kwanzaa and network with other Black Media Professionals.
Reporting a Criminal Justice Story	Students and faculty join interview discussing the rise of hate crimes against Asians, Jews, and other targeted groups.
E-SPARC Live Trainings	The Compliance and Diversity Office

Program	Impact/Job Group
	provided live training to employees on sexual misconduct. Employees can register for Fall 2023 sessions at Compliance and Diversity Office Events Eventbrite
Leadership Academy Spring 2023	The Graduate Center’s Office of Human Resources presented leadership workshops for faculty and staff. The Chief Diversity Officer and staff presented a “Unconscious Bias” workshop in support of the program.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative - Inclusive Mindset	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative – From Bystander to Upstander	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative – About Culturally Sensitive Issues	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative – Communicating Across Cultures	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative – Motivating People with Different Personalities	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative – Unconscious Bias	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative - Discussing Racism	Leadership workshops provided to faculty, staff, and graduate assistants.
GC Office of Human Resources & Office of Compliance and Diversity: DEI Initiative – Change in University: Innovation & Divergent Thinking	Leadership workshops provided to faculty, staff, and graduate assistants.
Spring 2023 Compliance and Diversity Office: DEI Certificate Program Initiative	The Graduate Center’s Compliance and Diversity Office offered free Diversity, Equity and Inclusion workshops, sponsored by LinkedIn and in collaboration with the NYP Library.
Employee On-Boarding DEI/EEO Workshop	The Compliance and Diversity Office presented CUNY mandated E-SPARC and other EEO policies and procedures. All participants were awarded E-SPARC credit on Blackboard. This was a collaboration with the Office of Human Resources on-boarding program.

2023-2024 Planned Programs

In this section, we affirm placement goals and key initiatives including all federally protected groups and Italian Americans.

As part of this year’s programmatic planning, the Compliance & Diversity Office took an intentional approach to programming, specifically by providing platforms to amplify and uplift the voices of individuals with differing identities, including individuals from historically marginalized populations. Moreover, our office ensured that we incorporated the concept of intersectionality in every facet of our diversity, equity, inclusion, and belonging educational curriculum.

One way we honored this mission was to establish the *Understanding Better* series. As described below, in this series, we will delve into various subjects that impact the entire University. We'll focus on matters experienced by individuals within our community who have diverse identities and life experiences. Through purposeful and interconnected programming, we aim to strengthen and actively support our collective goal of fostering diversity, equity, inclusion, and a sense of belonging.

Additionally, in furtherance of our effort to engage in intentional and meaningful education, we are in discussions with various organizations/groups for future programs. For example, in honor of Black History Month and to integrate programming that celebrates Black excellence and joy, we are hoping to (if budget allows) invite the founder of Brown Girl Gamer Code – an organization created to provide digital safe space for Women and Femmes of Color in the gaming/tech industry – to speak to our community. Similarly, in connection with Domestic Violence Awareness Month, and with an eye towards providing our community with tools that may enable them to reduce harm, we anticipate hosting a workshop centered on digital safety in dating and technology-facilitated abuse. This is particularly important given that many individuals who belong to marginalized communities, including but not limited to, individuals who identify as females, members of the LGBTQAI+ and gender non-conforming communities, and persons of color, are often more vulnerable to digital violence. Moreover, in honor of Sexual Assault Awareness Month, we are planning for a panel related to local service providers who can offer our community support, should they be the victims of harm. These external providers support individuals who have experienced gender-based violence and approach each case from an intersectional perspective; displaying a keen understanding that any one individual may have multiple identities, each that may contribute to in their experience following an instance of harm differently.

With due consideration to budgetary constraints, we will continue to explore the possibility of engaging with external partners to provide further workshops centered on Anti-racism and Civility, with an eye towards hands-on and interactive experiences.

Table 7: 2023-2024 Planned Programs

Program	Expected Impact/Job Group
Workshops presented by New York City Alliance Against Sexual Assault, as part of <i>Understanding Better</i> series (Fall 2023)	Workshops intended for students and faculty/staff on topics related to gender-based violence, including sexual violence for international students; examination of affirmative consent; bystander intervention; unpacking gender stereotypes and discrimination; supporting student survivors

Program	Expected Impact/Job Group
	of gender-based violence (and specifically, LGBTQ+ student survivors).
NYC Alliance Against Sexual Assault – Sexual Violence 101 for International Students	Workshop on what sexual violence is, with a specific lens for international students.
NYC Alliance Against Sexual Assault – Unpacking Gender 101 (for faculty & staff)	Participants will learn best practices in creating gender-affirming educational environments, new gender-affirming vocabulary, and receive resources for further exploration of this topic.
NYC Alliance Against Sexual Assault – Supporting Student Survivors (for faculty & staff)	This workshop will discuss how to best support someone who may have experienced sexual violence, best practices for survivor support, trauma-informed language, and a list of helpful resources to have on hand.
NYC Alliance Against Sexual Assault – Let’s Talk About Sex (for students)	This workshop will provide an opportunity to discuss healthy and safe sexual experiences, including an emphasis on the definition and practice of affirmative consent.
NYC Alliance Against Sexual Assault – Bringing in the Bystander (for students)	Teach bystanders how to safely intervene in instances where sexual violence, relationship violence, or stalking maybe occurring or where there may be risk that it will occur.
NYC Alliance Against Sexual Assault – Supporting LGBTQ Students (for faculty & staff)	This workshop will delve into what violence looks like within the queer community, the complexities that are unique to it, how to recognize warning signs, and the unique barriers that may be present when attempting to access services.
Workshop presented by ENDTAB – Staying Safe When Abuse and Harassment Goes Digital (Fall 2023)	This workshop will demystify the online abuse landscape and explore practical ways that individuals can navigate common and emerging ways that harassment, dating safety and sexual violence can present in our online lives.
Workshops presented by City Commission on Human Rights, as part of <i>Understanding Better</i> series (Fall 2023 & Spring 2024)	Workshops for students and faculty/staff on topics related to anti-racism, including: an overview of New York City’s Human Rights Law; understanding the Jewish Experience and Antisemitism; Anti-Black racism and other forms of discrimination based on race and color; understanding the Muslim Experience and combating Anti-Muslim bias, and working with transgender and gender

Program	Expected Impact/Job Group
	non-conforming communities.
CCHR – Overview of the Human Rights Law	This presentation will provide an overview of the New York City Human Rights law along with the five areas covered under the law: employment, housing, public accommodations, discriminatory harassment, and bias profiling by law enforcement.
CCHR – Understanding Jewish Experiences and Antisemitism	This workshop promotes understanding of the City's diverse Jewish communities, addresses antisemitism, its impact on Jewish New Yorkers, and its impact on larger society. It introduces Jewish history and practices, outlines best practices in working with Jewish New Yorkers, and elaborates on the protections for Jewish New Yorkers against discrimination, under the City Human Rights Law.
CCHR – Human Rights Law, Anti-Black Racism and other Forms of Discrimination Based on Race and Color	This workshop provides a historical context for race and color-based discrimination and how it has impacted the lives of New Yorkers, institutions, and the delivery of services and resources in New York City. Participants analyze concepts related to race and color, learn about efforts and resistance to combat racism, and ways to become the voices for social and racial justice.
CCHR – Understanding Muslim Experiences and Combating Anti-Muslim Bias	This workshop promotes understanding of the City's diverse faith communities. The workshop addresses what is referred to as anti-Muslim racism, introduces Muslim beliefs and practices, outlines best practices in working with Muslim New Yorkers, and elaborates on the protections under the City Human Rights Law against discrimination based on religion.
CCHR – Working with Transgender and Gender Non-Conforming Communities	This workshop creates awareness that transgender and gender non-conforming New Yorkers face discrimination in all areas covered by the City Human Rights Law, it addresses best practices, challenges faced by transgender and gender non-conforming persons, a brief look at history of the community, and federal and state law.
Workshops presented by the Center for	Workshops for faculty/staff on topics related

Program	Expected Impact/Job Group
Independence of the Disabled (CIDNY), New York, as part of <i>Understanding Better</i> series (Spring 2024)	to disability awareness, literacy, etiquette, and classroom inclusion.
CIDNY – Disability Awareness Presentation (for faculty & staff)	This training will cover multiple disability related topics and explain how to navigate obligations for accommodating individuals with disabilities. Specifically, the training is designed to provide a greater understanding as to what constitutes discrimination, proper etiquette, and awareness. Additionally, this training will provide instructors with methods to encourage students to be present, participatory, and feel supported.

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 has a mandatory 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 non-participants.

Internal Audit and Reporting

As mentioned in the federal Affirmative Action Plan, the Chief Diversity Officer is responsible for monitoring progress of plan activities and reporting outcomes. 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 and updating recruiting outreach and advertising: [Advertising and Networking Resource Guide 2023](#)
- Monitoring complaints/incident reports for underlying trends
- Reviewing personnel practices and the affirmative action programs with management
- Advising management of program effectiveness and providing recommendations for improvement.
- Working with Human Resources staff to assure employment records are complete, accurate, and current
- Completing the annual Affirmative Action certification in the US Department of Labor Contractor Portal.

Chief Diversity Officers have responsibility for communicating elements of the Plan and reviewing progress.

CUNY recently implemented an on-line discrimination complaint tracking and reporting system.

CUNY regularly reports results externally and/or responds to audit requests from:

- New York State Department of Labor
- New York City Department of Education
- New York City Equal Employment Practices Commission.

CUNY also answers to the CUNY Board of Trustees, particularly its Subcommittee on Diversity, Inclusion and MWBE.

APPENDICES

- D. Utilization Analysis (Italian American Plan)
- E. Summary of Personnel Activities (Italian American Plan)
- F. Summary of Recruitment Activities (Italian American Plan)

Appendices for the 2023-2024 Affirmative Action Plan

Appendix D-1 Utilization Analysis - Staff Job Groups

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

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Details of internal and external factors in estimating the labor market are provided.

Underutilization numbers for females and total minorities represent placement goals when there are opportunities for hiring/advancement.

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

Category: Executive/Administrative/Managerial

Job Group: Admin 1: Executive

Description: Executive Compensation Plan (Other Than Chief Executive)

Appointments: 5

Weight Availability Factors

- 50.00% ACS 2017-2021 National workforce with a minimum of Bachelor's degree plus eight years of experience (proxy age of 29 and higher) in selected occupations (0010, 0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 2100) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).
- 50.00% Employees in titles Professor or Higher Education Officer as of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

- 04333 Prof School Assoc Admin
- 04128 Prof School Assoc Dean
- 04127 Prof School Asst Dean

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	3	3	0	2	0	0
Underutilized (Y = Yes)			Y			
Number Underutilized			1			
Actual Utilization	60.0%	60.0%	0.0%	40.0%	0.0%	0.0%
Labor Market Availability	45.6%	29.6%	10.0%	8.9%	8.8%	7.6%

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial

Description: HE Officer series administrators-senior level

Appointments: 21

Weight Availability Factors

- 55.00% ACS 2017-2021 NY/NJ MSA workforce with a minimum of Bachelor's degree plus six years or experience (proxy age of 27 or higher) in selected occupations (0020, 0060, 0101, 0102, 0110, 0120, 0136, 0230, 0565, 9800) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian)
- 45.00% Employees in title Higher Education Assistant of of 6/1/22; tenure or permanency not required.

Titles held by employees in this group

- 04075 HE Associate
- 04097 HE Officer

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	14	13	2	5	5	3
Underutilized (Y = Yes)			Y			
Number Underutilized			1			
Actual Utilization	66.7%	61.9%	9.5%	23.8%	23.8%	14.3%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

Category: Executive/Administrative/Managerial

Job Group: Admin 2: Managerial Adjunct

Description: Adjunct HE Officer series administrators (all levels)

Appointments: 58

Weight Availability Factors

55.00% Identical to Administration 2 Group (Full Time).

45.00% Identical to Administration 2 Group (Full Time).

- Titles held by employees in this group
- 04717 Prof Pgms Non-Teaching Adj 1
 - 04718 Prof Pgms Non-Teaching Adj 2
 - 04719 Prof Pgms Non-Teaching Adj 3

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	37	28	7	8	12	0
Underutilized (Y = Yes)				Y		Y
Number Underutilized				2		6
Actual Utilization	63.8%	48.3%	12.1%	13.8%	20.7%	0.0%
Labor Market Availability	57.7%	51.7%	14.2%	17.4%	17.8%	11.2%

Craig Newmark Graduate School of Journalism

Category: Professional Non-Faculty

Job Group: Admin 3: Professional

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

Appointments: 7

Weight Availability Factors

90.00% ACS 2017-2021 NY/NJ MSA workforce with minimum of Bachelor's degree in selected occupations (0520-0750, 1006, 1031, 1032, 2002, 2145, 2825, 2830, 2840, 2850, 2865, 5710, 5920, 9810) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

10.00% Employees in titles CUNY Office Assistant, CUNY Admin Assistant, EOC Office Assistant and EOC Administrative Assistant holding a minimum of a Bachelor's degree as of 6/1/22; permanency not required.

Titles held by employees in this group

04017 Asst to HEO
04099 HE Assistant

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	7	6	1	2	3	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	100.0%	85.7%	14.3%	28.6%	42.9%	0.0%
Labor Market Availability	59.3%	39.5%	16.5%	9.6%	10.4%	13.5%

Craig Newmark Graduate School of Journalism

Category: Professional Non-Faculty

Job Group: Info Tech: Professional

Description: Information Technology-Professionals

Appointments: 6

Weight Availability Factors

75.00% ACS 2017-2021 NY/NJ MSA with minimum of a High School Diploma and four years of experience (proxy age of 21 or higher) in selected occupations (1006, 1007, 1010, 1021, 1022, 1065, 1105, 1106, 1108) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

25.00% Employees in titles IT Support Assistant and CUNY Office Assistant, permanency not required, as of 6/1/2022.

Titles held by employees in this group

04877 IT Associate
04875 IT Asst
04880 IT Sr Associate

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	1	4	0	1	3	0
Underutilized (Y = Yes)	Y		Y			
Number Underutilized	1		2			
Actual Utilization	16.7%	66.7%	0.0%	16.7%	50.0%	0.0%
Labor Market Availability	38.1%	59.4%	30.2%	13.0%	13.9%	8.2%

Category: Administrative Support Workers

Job Group: Office Assistant Adjunct

Description: Hourly Administrative Office Assistants-Entry level

Appointments: 11

Weight Availability Factors

100.00% Identical to CUNY Office Assistant Group (Full Time) except that availability is 100% external.

0.00% NA

Titles held by employees in this group

10102 College Assistant

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	7	5	0	1	2	0
Underutilized (Y = Yes)			Y	Y		Y
Number Underutilized			1	1		2
Actual Utilization	63.6%	45.5%	0.0%	9.1%	18.2%	0.0%
Labor Market Availability	76.3%	49.8%	11.5%	15.0%	20.5%	15.5%

Category: Technicians

Job Group: Broadcast-Media

Description: Broadcast/Media Technicians and Graphic Designers

Appointments: 5

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma in selected occupations (2710, 2920) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

0.00% NA

Titles held by employees in this group

- 04992 Broadcast Assc
- 04987 TV Media Prod Specl

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	0	3	0	2	1	0
Underutilized (Y = Yes)	Y					Y
Number Underutilized	2					1
Actual Utilization	0.0%	60.0%	0.0%	40.0%	20.0%	0.0%
Labor Market Availability	40.3%	26.6%	7.6%	5.8%	9.3%	15.9%

Appendix D-2 Utilization Analysis - College Laboratory Technicians

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

Underutilization occurs where utilization of a given group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Underutilization numbers for females and total minorities represent specific placement goals when there are opportunities for hiring/advancement.

Details of internal and external factors in estimating the labor market are provided.

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

Admin 4: College Lab Technician

Weight Availability Factors

100.00% ACS 2017-2021 NY/NJ MSA with minimum of High School Diploma. Selected occupations for the Scientific/Technical/IT specialty (1050, 1910, 1920, 1970). Selected occupations for others (2440, 2555) and either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

Grouping: College Lab Tech: Other

Appointments: 6

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

- 80048 Facilities
- 10269 Graduate School Of Journalism

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Employees	0	2	0	1	1	1
Underutilized (Y = Yes)	Y	Y	Y			
Number Underutilized	5	1	1			
Actual Utilization	0.0%	33.3%	0.0%	16.7%	16.7%	16.7%
Labor Market Availability	83.8%	42.8%	8.7%	13.3%	18.3%	17.4%

Appendix D-3 Utilization Analysis - Faculty by Job Group

The Appendix provides a utilization analysis for each faculty job group where there are five or more employees.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market.

Underutilization numbers for females and total minorities represent specific placement goals when there are opportunities for hiring/advancement.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races. Italian American is a reported category but not included in the federal Total Minority grouping.

Job Group Faculty: Continuing Education

Total Appointments: 12

Weight Availability Factors

100.00%

ACS 2017-2021 Nationwide workforce with a minimum of a Bachelor's degree and occupation 2205 (Post-Secondary Teachers). Italian American Status determined by either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	8	6	0	4	2	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			2
Actual Utilization	66.7%	50.0%	0.0%	33.3%	16.7%	0.0%
Labor Market Availability	54.9%	43.4%	13.9%	11.5%	15.2%	15.0%

Job Group Faculty: Lecturer

Total Appointments: 8

Weight Availability Factors

100.00%

ACS 2017-2021 Nationwide workforce with a minimum of a Bachelor's degree and occupation 2205 (Post-Secondary Teachers). Italian American Status determined by either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	5	3	0	2	1	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			1			1
Actual Utilization	62.5%	37.5%	0.0%	25.0%	12.5%	0.0%
Labor Market Availability	50.5%	33.4%	16.0%	6.5%	7.9%	12.1%

Job Group Faculty: Lecturer Adjunct

Total Appointments: 24

Weight Availability Factors

100.00% Identical to Faculty Lecturer Group (Full Time).

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Faculty	13	12	6	3	2	0
Underutilized (Y = Yes)						Y
Number Underutilized						3
Actual Utilization	54.2%	50.0%	25.0%	12.5%	8.3%	0.0%
Labor Market Availability	50.5%	33.4%	16.0%	6.5%	7.9%	12.1%

Job Group Faculty: Professoriate

Total Appointments: 9

Weight Availability Factors

100.00% ACS 2017-2021 Nationwide workforce with a Doctorate degree and occupation 2205 (Post-Secondary Teachers). Italian American Status determined by either First or Second Ancestry of 051 (Italian) or 068 (Sicilian).

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/Latino	Italian American
Number of Faculty	4	2	1	1	0	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization	44.4%	22.2%	11.1%	11.1%	0.0%	0.0%
Labor Market Availability	43.3%	26.2%	14.3%	4.0%	5.1%	6.5%

Job Group Faculty: Professoriate Adjunct

Total Appointments: 12

Weight Availability Factors

100.00% Identical to Faculty Professoriate Group (Full Time).

Utilization Report						
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African American	Hispanic/ Latino	Italian American
Number of Faculty	5	7	0	2	5	0
Underutilized (Y = Yes)			Y			Y
Number Underutilized			2			1
Actual Utilization	41.7%	58.3%	0.0%	16.7%	41.7%	0.0%
Labor Market Availability	47.1%	31.3%	17.5%	4.9%	6.0%	11.2%

Appendix E Personnel Activity

This Appendix details personnel activities.

The spreadsheets provide detail on personnel activity by job group and by EEO Category.

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

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administration 1 (Executive)
(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	1	3		2	1	-	1	-	-	-	-	(2)		(1)	(1)	-	-	-	-	(1)	-	1
Male	1	2	67%	1	1	-	1	-	-	-	-	(1)	50%	-	(1)	-	-	-	-	(1)	-	-
Female		1	33%	1		-						(1)	50%	(1)		-	-	-	-			1
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	2	2	67%	1	1	-	1	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	2	2	67%	1	1	-	1	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	(1)	1	33%	1	-	-	-	-	-	-	-	(2)	100%	(1)	(1)	-	-	-	-	(1)	-	1
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administration 2 (Managers)
(Select Group from Drop-Down List Above)

		NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	2	3		3	-	-	-	-	-	-	-	(1)		-	(1)	(1)	-	-	-	-	2	-
Male	2	2	67%	2	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Female		1	33%	1	-	-	-	-	-	-	-	(1)	100%	-	(1)	(1)	-	-	-	-	2	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	-	1	33%	1	-	-	-	-	-	-	-	(1)	100%	-	(1)	(1)	-	-	-	-	2	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	1	1	33%	1	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	1	-
Hispanic	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	100%	-	(1)	(1)	-	-	-	-	1	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	2	2	67%	2	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administration 3 (Professional)
(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	1	1		1	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Female	1	1	100%	1	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	1	1	100%	1	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Hispanic	1	1	100%	1	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	1	1	100%	1	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Administration 4 (College Lab Tech)
(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	6	6		-	6	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Male	6	6	100%	-	6	-	-	6	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Female	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	2	2	33%	-	2	-	-	2	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	1	1	17%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Hispanic	1	1	17%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Italian-American	1	1	17%	-	1	-	-	1	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	3	3	50%	-	3	-	-	3	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
Faculty-Professorial
(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	(1)	1		-	1	-	-	-	-	-	1	(2)		(2)	-	-	-	-	-	-	1	-
Male	(1)	1	100%	-	1	-	-	-	-	-	1	(2)	100%	(2)	-	-	-	-	-	-	-	-
Female			0%										0%								1	-
Other Gender			0%										0%								-	-
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	1	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	1	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Other Protected Grp	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
White	-	1	100%	-	1	-	-	-	-	-	1	(1)	50%	(1)	-	-	-	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).

Job Group Summary
Net Personnel Activity, 6/1/22 - 6/1/23
IT Computer Professional
(Select Group from Drop-Down List Above)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail, Internal Hires by Type						NET SUBTRACTIONS		Subtractions by Type		Detail, Internal Separations by Type					OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Outside Hires	Internal Hires into New Job Group	Was Part Time	Hired from Other College	Demoted	Advanced	Other Change	Return to Faculty	Sub. #	Sub %	Separation from CUNY	Internal Separation from Group	Left for Other College	Demoted	Advanced	Other Change	Return to Faculty	Advance-ments	Other Changes
Total	(6)	1		-	1	-	1	-	-	-	-	(7)		(1)	(6)	-	(6)	-	-	-	-	-
Male	(6)	1	100%	-	1	-	1	-	-	-	-	(7)	100%	(1)	(6)	-	(6)	-	-	-	-	-
Female			0%										0%									
Other Gender			0%										0%									
Unknown Gender	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
All Protected Race/Eth Grps	(2)	1	100%	-	1	-	1	-	-	-	-	(3)	43%	(1)	(2)	-	(2)	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	-	-	(2)	14%	-	(1)	-	(1)	-	-	-	-	-
Hispanic		1	100%	-	1	-	1	-	-	-	-	(2)	14%	-	(1)	-	(1)	-	-	-	-	-
Other Protected Grp	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	14%	(1)	-	-	-	-	-	-	-	-
Italian-American	(1)	-	0%	-	-	-	-	-	-	-	-	(1)	14%	-	(1)	-	(1)	-	-	-	-	-
White	(3)	-	0%	-	-	-	-	-	-	-	-	(3)	43%	-	(3)	-	(3)	-	-	-	-	-
Unknown Ethnicity	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-	-
This chart summarizes moves of employees into and out of a single job group. Any one job group could have a net loss or net gain (additions may not equal subtractions).																						

Appendix F Summary of Recruiting Activities

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

The spreadsheets provide detail on applicants, interviews, and offers. The scope of this report includes searches which officially concluded during the previous plan year (June 1, 2022 through May 31, 2023).

Craig Newmark School of Journalism

Summary - All Searches

Total: 14

	Records	Applicants	Appl%	Interviews	Selection Rate %	Offers	Selection Rate %	Hires	Selection Rate %
Total + Total Selection Rate	415	360	87%	68	18.9%	10	2.8%	10	2.8%
Male	170	151	42%	25	16.6%	3	2.0%	3	2.0%
Female	221	185	51%	40	21.6%	7	3.8%	7	3.8%
Other	-	-	0%	-	0.0%	-	0.0%	-	0.0%
Unknown	24	23	6%	3	13.0%	-	0.0%	-	0.0%
Total Not Female	194	174	48%	28	16.1%	3	1.7%	3	1.7%
Total Minorities	270	235	65%	41	17.4%	7	3.0%	7	3.0%
Asian	40	38	11%	3	7.9%	-	0.0%	-	0.0%
Black	129	112	31%	18	16.1%	3	2.7%	3	2.7%
Hispanic	88	73	20%	16	21.9%	4	5.5%	4	5.5%
Other inc 2 or more	13	12	3%	4	33.3%	-	0.0%	-	0.0%
Italian-American	14	12	3%	3	25.0%	-	0.0%	-	0.0%
White	115	98	27%	22	22.4%	3	3.1%	3	3.1%
Unknown Ethnicity	30	26	7%	5	19.2%	-	0.0%	-	0.0%
White+Unknown	145	124	34%	27	21.8%	3	2.4%	3	2.4%
Veterans	8	8	2%	-	0.0%	-	0.0%	-	0.0%
Indiv. w Disabilities	37	35	10%	4	11.4%	1	2.9%	1	2.9%

	Least Selected: Male+Oth Ttl Minorities	Adverse OK Sel	Least Selected: Male+Oth White+Unk	Adverse OK Sel	Least Selected: Male+Oth White+Unk	Adverse OK Sel
Percent Female	51%	58.8%	70.0%	70.0%		
Percent Total Minorities	65%	60.3%	70.0%	70.0%		
Percentage Veterans	2%	0.0%	0.0%	0.0%		
Percentage w Disabil.	10%	5.9%	10.0%	10.0%		