

2023 – 2024 AFFIRMATIVE ACTION PLANS
YORK COLLEGE

Addendum:

Covering Italian Americans, as per the designation of Italian Americans as a protected group at CUNY

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This plan is available for review at: Academic Core Bldg., room 2H04, 94-20 Guy R Brewer Blvd, Jamaica, NY 11451 from 9am to 5pm

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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.

York College 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.

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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 college participates in the University's Italian American Faculty and Staff Council. One of the current representatives is Dr. Donna M. Chirico, Professor of Psychology, at York College.

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

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 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. On February 15, 2023, we invite job applicants to self-identify on the job application portal.

Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for the 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 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. Additionally, 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 addition 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 benchmarks)
- Transaction Analysis (reviews of recruiting and hiring, personnel actions, and compensation).

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 next two charts summarize the composition of the workforce by job group and by tenure status (for faculty). In reviewing the demographic composition of the college, there were 1, 377 total employees, 73.1% (n=1007) of all staff and faculty identify as minorities and 55.9% (n=770) of employees identify as women, and 11% (n=60) were **Italian American**, which was similar to last year’s workforce composition. We also found it interesting that the total number of female and male minorities was close in number. Therefore, the college overall attracts a workforce that is representative of its students. College management is working to reorganize to save resources and manage work across all divisions of the college more efficiently.

Table 1: Workforce by Job Group

Table 2: Tenure Status

Job Group Analysis

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.

The Utilization Analysis (see next section) provides details about job groups.

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 Use 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

Appendices for the 2023-2024 Affirmative Action Plan

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.

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).

Utilization, Underutilization, and Placement Goals

Underutilization Decreased or Eliminated

1. **Campus Peace Officer** - Decreased in underutilization from two to one in the Italian American group
2. **Office Assistant** - Decreased in underutilization from eight to five in the Italian American group
3. **Administrative Assistant** - Underutilization was eliminated in the Italian American group

Underutilization Increased

1. **Admin 3: Professional** - Underutilization was increased by two in the Italian American group
2. **Faculty: Librarian** – Developed an underutilization of one in the Italian American group
3. **Faculty: Lecturer.** - Underutilization was increased from three to four in the Italian American group

No Change

1. **Laborers and Helpers** – Remained the same with underutilization of one in the Italian American group
2. **Admin 2: Managerial** – Remained the same with underutilization of six in the Italian American group
3. **Accountant: Professional** - Remained the same with no underutilization in the Italian American group
4. **Info Tech: Professional** – Remained the same with underutilization of two in the Italian American group
5. **Campus Security Assistant** – Remained the same with underutilization of two in the Italian American group
6. **Custodial: Assistant** - Remained the same with underutilization of one in the Italian American group
7. **Skilled Trades: Not Supervisory** - Remained the same with underutilization of two in the Italian American group
8. **Admin 4: College Lab Technician**- Remained the same with underutilization of one in the Italian American group
9. **Faculty: Professoriate** - Remained the same with no underutilization in the Italian American group
10. **Faculty: Developmental** - Remained the same with underutilization of one in the Italian American group

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.

Promotions and Upgrades

During the AAP period, there were **12 advancements** across EEO categories including 10 minorities, 7 women, and 1 Italian American across groups.

- There was a total of 4 who advanced in the Professional Non-Faculty group including 2 women, 4 minorities, and 1 Italian American

This year, there were **no advancements** in the Administrative Support Workers, Technicians, Craft workers, and service workers groups. There were **72 Separations** in total during the report period, out of that total, 55 were minorities, 36 were women, and 1 was Italian American.

The **separations** broke down into the following EEO Categories:

- Professional Faculty - 19 in total; 12 were female, 12 were minorities, and 1 was Italian American

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.

Table 4: Tenure Summary

Faculty Group	Total Tenure Awards	Tenure Awards to Females	Tenure Awards to Federally-Protected Ethnicities	Tenure Awards to Italian Americans	Tenure Awards Denied
Professors	53	23	20	6	0
Associate Professors	50	24	25	3	0
Assistant Professors	6	1	2	1	0
Lecturers	21	10	11	1	0

Additionally, nine faculty were either appointed or continued in the rank of Distinguished Professor, an award of merit recognizing extraordinary academic achievement. Five distinguished Professors are female and four distinguished Professors are members of protected ethnicities. No distinguished Professors identify as Italian American.

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.

This year we had 62 successfully completed job searches, attracted **2,353 qualified applicants** and conducted **109 interviews**. Out of those **interviews** held, there were a total of **65 offers and 65 hires** across EEO Categories; we hired more so in the Administration 2 (Managers – HEOs & HEAs) and Administration 3 (Professional – HEa & aHEOs) EEO Categories.

The 62 searches yielded diverse applicant pools, comprising of 74% minorities, % Italian Americans, and 53% women.

The breakdown of total applicants in raw data was as follows: 983 applicants were male, 1,244 were female, 1,741 minorities, and 56 Italian Americans. Out of the interviews, we invited 56% women and 78% minorities for interviews, mostly via Zoom and some in-person. **Interview raw data breakdown:** 42 applicants were male, 61 were female, 85 minorities, and 2 Italian Americans. In conclusion, we hired 65 candidates, 55 of which were minorities, **one (1) Italian American**, and 41 were women.

Over the course of the year, the college made three exceptions to the search process, known as a search waiver. Of *three* total waivers, none were awarded to females and three were awarded to members of protected ethnicities. No waivers were awarded to Italian Americans. No waivers represented initial hires. One waiver represented advancements of current personnel. No waivers represented transfers of funding and other reasons.

Table 5: Search Waivers/Exceptions

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

Civil Service Hiring

We participated in (14) 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 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. In total, 14 applicants were hired from applicant pools.

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 to support affirmative action and create a climate of inclusion related to Italian Americans:

Table 6: Summary of Campus Programs, 2022-2023

Program	Impact/Job Group
Italian American Community Event was held on September 16, 2022. In this event a group of eminent members of the Italian American community came together at the Calandra Institute for the purpose of discussing the state of Italian American studies and the University as well as to underscore the importance of Italian American participation in humanistic philanthropy—namely, supporting the humanities, social sciences, and the arts.	This event cultivated more awareness about the need to incorporate Italian heritage into the academic curriculum and in Italian American/ Italian Diaspora courses. Additionally, the focus was also to encourage and provide strategy for influential academic Italians to spread knowledge of the Italian Diaspora.
Building an Inclusive Culture: Understanding Unconscious Bias (DCAS Workshop)	This training examined the importance of understanding the unconscious or hidden biases that inform behaviors and decisions at work. Participants learned the difference between conscious (explicit) and unconscious/hidden

Program	Impact/Job Group
	(implicit) bias, understand the different levels of bias, and how we interpret and make decisions using our individual lenses, layers and legacies.
Improving Your Effectiveness in a Multicultural Workplace (DCAS Workshop)	Through an interactive mix of theory, sharing, individual reflection and action planning, participants understood their own cultural perspectives and how to value the perspectives of others, and identified areas in which they as individuals or their team/ unit can improve their effectiveness in working in intercultural settings.
Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities	This training reviewed strategies and best practices for creating an inclusive environment for people with disabilities. Participants were educated on various myths or misconceptions about the disabled community, as well as develop competencies in interacting with persons with various disabilities.

2023-2024 Planned Programs

In this section, we affirm placement goals and key initiatives specific to Italian Americans, and list other initiatives that we will undertake. The Office of Compliance & Diversity has applied for the CUNY Antibias \$24K grant on behalf of the Division of Academic Affairs and Division of Student Affairs, and we hope to secure this funding to execute all the planned programs around themes of diversity, equity, and inclusion, teambuilding, and trust-building for all students, faculty, and staff at York College including Italian Americans.

Table 7: 2023-2024 Planned Programs

Program	Expected Impact/Job Group
Disability Etiquette for a Better Campus Culture	Cultivate a culture of understanding, inclusion, and support for individuals with disabilities
Jewish Ally Zone workshop (first of its type in CUNY)	Increase awareness of Jewish culture and religion and prevent antisemitism
Faculty Workshop on Reasonable Accommodations and Academic Adjustments	This workshop will help faculty understand laws, policies, and procedures around granting reasonable accommodations to decrease misunderstandings between students and faculty.

Deliberative Dialogue training through AASCU'S "The American Democracy Project" – faculty and students will develop civic skills of active listening, critical thinking, and dialogue, particularly with those who hold opposing views and perspectives.	We expect that students will be equipped with the knowledge and skills to flourish professionally and in the public areas of their lives, preparing the next generation of informed, engaged citizens for our democracy.
AARI Film Series Asian American / Asian Research Institute	We expect to amplify the stories of Asian Americans that will educate the college community and promoted a racially just and equitable environment.
From Microaggressions to Microaffirmations (DCAS) - This training will examine the importance of understanding the unconscious or hidden biases that inform our behaviors and decisions at work. Participants will learn the difference between conscious (explicit) and unconscious/hidden (implicit) bias, etc.	We seek to cultivate a safe work environment for all ethnicities and genders by learning best practices, state and federal standards.
Improving Your Effectiveness in a Multicultural Workplace (DCAS)	We expect to protect and educate employees about creating a climate of diversity and equity while also preventing harassment.
Managing Emotions Under Pressure (Pryor Learning)- Employees will learn proven techniques promise to increase self-awareness and provide tools to handle emotions positively.	The expectation is that employees will gain the ability to control how emotions manifest instead of allowing the emotions to take center stage and dictate behavior.
Day excursion to Museum of Jewish Heritage	We expect that learning Jewish history via the museum tour will bring our college community together with a shared experiential learning experience.
LGBTQIA+ Walking Tour	Learning history of the leaders and activities of the LGBTQIA community.
Stop The Hate and Violence Film Festival	We expect to promote a safe, inclusive environment for LGBTQIA and other groups to learn from historical events and strategies for inclusion through the film series.

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. We posted all required notices around the college campus in student and employee high-traffic areas.

We held training sessions for managers such as “From Microaggressions to Microaffirmations”, a DCAS training, which examined the importance of understanding the unconscious or hidden biases that inform our behaviors and decisions at work. Participants learned the difference between conscious (explicit) and unconscious/hidden (implicit) bias, etc., and they reported that they enjoyed learning more about one another.

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 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 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)

