SUMMARIZED
AFFIRMATIVE ACTION PLAN
2004 - 2005

PURPOSE
The purpose of an Affirmative Action Plan is to comply with affirmative action obligations contained in various Federal regulatory requirements. The Affirmative Action Plan also includes the policies and procedures by which Queensborough Community College (QCC) commits itself to actions designed to achieve equal employment opportunity for protected class members through systematic efforts.

Use of AAP
The empirical aspect of the AAP is an annual snapshot of the workforce based on a June 30 date and is defined as a lead document based on the academy’s lag workforce data that is data driven and establishes statistical benchmarks based on utilization and availability. The AAP is the foundation for programmatic initiatives, when used to review historical underutilization of employee’s working within the seven occupational categories and when it is used to address the areas of concern at the administrative or academic unit level. The empirical information is used to identify and establish specific objectives, responsibilities and policies that promote and maintain an equal opportunity environment. This facilitates constructive interpersonal and inter-group relations throughout the Academy. The AAP document creates an avenue to develop GOALS, not quotas, based on available persons residing in a reasonable recruitment area or persons already on staff who are promotable, transferable or trainable for the next level position. The full plan is available in the Affirmative Action, Pluralism, Diversity/Compliance Office or the campus library. Below is a summary of the workforce transactions and their subsequent impact to the overall campus community.
UTILIZATION ANALYSIS

The Queensborough Community College’s 2004-05 numbers and percentages of Persons of Color and Female workforce representatives has experienced increases and decreases to as compared to the previous plan year. The impact of these increases and decreases in the workforce creates a pronounced effect either positively or negatively, due to the small size of Queensborough Community College’s workforce. Overall, the College experienced a 1 percent growth in the overall workforce. Job categories that shared this increase include Executive/Administrative/Managerial (1%) with Female employees showing a 1% growth in their representation but, representatives of Persons of Color remained constant at 16%, despite their numbers increasing by four.

Decreases were noted in the areas of Professional/Non-Faculty due to a re-configuration of the Computer Specialist job group from Professional, Non-Faculty Technical Para-Professional category to the Technical Para-Professional job group category. The result of this movement to the other category was a loss of two representatives in the Female category, but their percentage of representation increased by 3%. Persons of Color representatives in this category lost four members and their percentage of representation also decreased by 4%.

The Technical Para-Professional job group experienced 2% increase due to the above change in job title configuration and the number of Females increased from two to thirteen and their percentage increased to 41% from 13%. The number of Persons of Color increased from seven to fifteen but their percentage remained consistent at 47%.

The Secretarial/Clerical job group experienced a 1% increase in the number of employees within this category and 50% of the new hires were Persons of Color. The percentage of employees in this job group, who were Persons of Color representatives increased from 28% to 34%.
The Service and Maintenance category showed less than a 1% increase in the overall percentage of total representation as compared to last year. Female and Persons of Color representatives showed a 3% and 18% increase in representation, respectively. The number of representatives in the Skilled Trades/Crafts category increased by 3 individuals, but the percentages of representation remained constant for both Females and Persons of Color. The representation of Persons of Color groups in the overall workforce remained constant at 33%, but the percentage of representation increased for Females by 4%.

**FACULTY**

**Biology** The departments within this section are Biology and Geology. It is underutilized in the number of representatives who are Female (2) and Persons of Color (2) and in the Hispanic (1) and Asian Pacific Islander (1) representative category of the Sr. Professoriate ranking. The department has also hired two Persons of Color but, because they were hired after the end of this plan year, they will not be documented in this year’s report. Based on these two hires, the College has met the goal, thus eliminating the underutilization within the Asst. Professor category. The Biology department is currently seeking one full time instructional staff person and a College Lab Technician.

**Business** The department is underutilized in its Sr. Professoriate ranking section for representatives who are identified as Persons of Color (4) and Hispanic (2). The Asst Professor ranking contains underutilization of (1) Asian and Black (1) member. There is also underutilization for Hispanic (1) representatives within the Instruction/Lecturer category. The department is currently searching for two positions in the Accounting section and eventually current faculty members will be promoted to the higher units, leading to decreased underutilization.

**Education** The department is underutilized in their number of persons who have identified themselves as Female (4) and Persons of Color (2) representatives and there is also underutilization in the Hispanic (1) and Asian Pacific Islander (1) workforce counts of
the Sr. Professoriate ranking. The departments within this job group are Basic Educational Skills, Health, Physical Ed & Dance, and Student Services. There have not been any employment transactions within the Senior Professorate ranking during this reporting period. Currently, positions are available in the Basic Education Department, Health Physical Ed & Dance and Student Services. The College Affirmative Action Officer will continue to work with the search committees to address the underutilization of (2) Black, (1) Hispanic and (1) Persons of Color representatives in the Assistant Professoriate ranking.

**Engineering/Related Technology Profession**  The E.C.E.T. and Mechanical Engineering & Drafting departments are underutilized in their number of representatives for Female (3) within the Sr. Professoriate ranking and a Female (1) is also underutilized within the Asst. Professor category. Currently, there are no open full time instructional positions within the department’s Electrical/Computer Engineering Technology and Mechanical Engineering Technology divisions.

**Health Profession**  The Nursing department has had challenges attracting qualified candidates due to the shortage of applicants within this profession. The department is underutilized in the Senior Professorate ranking for Hispanic (1) and Asian Pacific Islander (1) representatives and there is also underutilization within the Assistant Professorate level for representatives who are of Asian Pacific Islander (1) decent. During this reporting period there will be ongoing hires, therefore there will be on-going opportunities to reduce any remaining underutilization. The department is looking to fill one full time instructional position in the spring semester.

**Humanities**  This section consists of Art & Photography, Music and Speech communication & Theatre Arts. The department is underutilized in their number of representatives within its Females (4) and Persons of Color (1) categories and representatives from the Asian Pacific Islander (1) category of the Sr. Professoriate and Asst. Professor academic ranking. The current recruitment plan could possibly reduce the underutilization of Females (1) within the Instructor/Lecturer category for the next reporting period.
**Language & Literature** This section consists of English and Foreign Language departments. These departments are underutilized in their number of representatives within its Females (1) and Black (1) categories of the Sr. Professoriate and the Asst. Professor is underutilized within the Persons of Color (2) and Black (1) workforce counts. The Foreign Language & English department will encourage Persons of Color and Female applicants to apply for this position in order to address the underutilization of faculty members within this department. Of the four persons tenured from this department 50% were Persons of Color and 75% were Female. The English department is looking to include at least three full time instructional staff members within the next year.

**Library** The department has met its goals and contains no underutilization.

**Math** This section consists of the Math and Computer Science departments. The department is underutilized in their number of representatives within its Persons of Color (1) section and also in their Hispanic (1) and Black (1) category of the Sr. Professoriate ranking. The department hired a Person of Color Female to teach mathematics in the Assistant Professor title, but that employment transaction will not be reflected until the next plan year. The Department is also underutilized within the Asian Pacific Islander category for Instructor, lecturers. The AAPD office will work with the department to address all areas of underutilization, when the lines committee approves their next position.

**Physical Science** This section consists of Chemistry and Physics. These departments have met their goals and contain no underutilization in any of the academic rankings.

**Social Sciences** This section is comprised of the History and Social Science department. These departments are underutilized in their number of representatives within the Females (6) and Persons of Color (3) category and in the Black (1) and Asian Pacific Islander (1) category of the Sr. Professoriate ranking. These departments are underutilized in the Female category within the Asst. Professor (1) category. The AAPD office will continue to assist the department to diversify their recruitment efforts, once positions
TENURE ELIGIBILITY ANALYSIS

In the fifth year of full service, the faculty member will be forwarded for consideration for tenure by the department and college-wide Promotion and Tenure Committee. A faculty member who has completed at least one year of full service may request consideration for tenure prior to the fifth year of service. During the past year all persons who were eligible for tenure received it, resulting in 14 persons receiving tenure.

ADMINISTRATION

Administration I  This job group consists of the President, Vice President, Dean and Associate/Assistant Dean. Although the College rarely hires at this level, most often persons are reclassified from the other administrative units. The College does not have any underutilization of members from protected categories. One VP position was previously available within this administrative unit, and a female was hired into the Vice President of Institutional Advancement position.

Administration II  This job group contains the HEO and HEO Associate series and the Sr. Registrar titles. The Asian Pacific Islander category in this job group is underutilized by one person. All search chairs will be reminded that this category contains an underutilization and recruitment material will be sent to groups that are representative of this group. Currently there are no job opportunities in this section.

Administration III  This job group consists of Higher Education Assistants and Assistants to Higher Education Officers and College Security Director. Hispanics as a group are underrepresented in this series of by one person. Currently there are two positions available in this series of titles.

Administration IV  This group includes the College Laboratory Technicians job titles; this group is underutilized in representatives from the Female (3) and Black (2) categories.
Currently, there is one opening for a CLT in the Mechanical Design Drafting department and previously a Person of Color female was hired into the category, thus reducing the number of underutilized females by one person. Currently there is one available position in this unit, and the College’s Affirmative Action Officer will work with the search committee to further reduce categories of underutilization in this job group.

**College Accountant**. This group consists of College Accountant and Purchasing Agent titles. Within this job group, representatives from the Female (2), Persons of Color (1) and Hispanics (1) categories are underutilized. Currently, there are no positions available in this category.

**Machine Operator-Secretarial Clerical** This group consists of College Computer/ Photo Typeset, College Print Shop Associate/Assistant and Mail Message Service Worker job titles. The areas of underutilization include representatives from the Hispanic (2) and Asian Pacific Islander groups (1).

**CIVIL SERVICES**

**COMPUTER SPECIALIST**– The College has reduced much of the underutilization within this job group category. The only area within this job group that remains underutilized is the (1) Female category. The hiring of qualified personnel in this unit continues to be challenging due to the highly competitive demand in the labor market and the location of the College in reference to the NY City limits, but the College will continue to make good faith efforts in recruiting and advertising to members of protected categories.

**Custodial Assistant** - This job group has increased by three persons of color as compared to last year’s plan, but underutilization for representatives within the Hispanics (4) category remains. Currently there are several positions which the department is currently advertising for; therefore the expectation is that a diverse pool will be formed to ensure everyone has an equal opportunity to participate in the recruitment process.
**Secretary/Clerical** - This category has the greatest underutilization for Persons of Color (18) and Blacks (11) Hispanics (6) and Asian Pacific Islanders (1.) The College has currently employed the maximum number of members working within this job group. Once positions become available then future opportunities can be advertised. The College will continue to monitor this group and enhance the recruitment of Persons of Color while adhering to Civil Service regulations.