

YORK COLLEGE

2007 - 2008 AFFIRMATIVE ACTION PLAN

I. PREFACE

York College of The City University of New York is committed to equal opportunity and affirmative action in its educational and employment practices. This Affirmative Action Plan covers activities and includes statistics for the period July 1, 2007 through June 30, 2008. It is renewed annually and is in effect from September 1, 2008 through August 31, 2009.

II. INTRODUCTION

A. Description of the College

History

York College was chartered in 1966 as a senior college of The City University of New York (CUNY). The college opened its doors to its first class in September 1967. In May 1968, Jamaica, Queens was selected as the permanent location of the college. In the past, York had temporary facilities in Bayside and Jamaica, Queens. The groundbreaking for the permanent campus took place in December 1980, and the College moved to its present site in September 1986.

York College Vision Statement:

York College is committed to academic excellence through teaching and learning, research and scholarship. It envisions service to a student body that reflects the unparalleled cultural diversity and richness of Queens and the New York metropolitan area, and to the communities in which they live. It seeks to develop habits of inquiry and communication that promote these ideas of intellectual and personal growth by embodying them in human relations within the College.

York College Mission Statement:

As a senior college of The City University of New York (CUNY), York College is committed to the University mission of “teaching, research, and public service” responsive to “the special needs of an urban constituency.” The College is a student-centered institution whose mission is to prepare students to:

- Succeed in a chosen discipline
- Acquire basic knowledge in the humanities, behavioral and natural sciences, and mathematics
- Think, speak and write clearly, critically and effectively
- Develop technological literacy and skill
- Seek objectivity and shun bias
- Esteem research and scholarship for life-long learning
- Understand and appreciate culture and cultural diversity
- Value ethical attitudes and behavior
- Promote knowledge of health and pursue wellness

- Engage in public service
- Enrich their communities, the nation, and the world

The College offers baccalaureate degrees in liberal arts and sciences, and in a variety of professional programs such as accounting, business, computer studies, education, health, and social work. It maximizes each student's intellectual, professional, and personal growth by integrating studies in liberal arts and sciences, professions, knowledge of diverse cultures, and technology. It meets changing social and intellectual needs by developing undergraduate and graduate programs from its established academic strengths. The College aims to graduate students poised to meet new demands and provide leadership for human progress.

The College supports the professional growth of its faculty and staff and serves as a resource for continued advancement of the broader community. It calls upon all members of the York community to commit themselves to scholarship and learning, respect for individuals and individual differences, just and fair treatment of others, open and direct communication, ethical behavior, and involvement in the life of the College.

B. Executive Organization of York College

The chief executive officer of York College is Dr. Marcia V. Keizs, who has general responsibility in accordance with the policies of the Board of Trustees of The City University of New York for the development, implementation, administration, and quality of all programs located at the College.

The college's leadership team, as of **June 30, 2008**, consists of the following administrative officers:

- **Office of the President:**

Marcia V. Keizs, Ed.D., President

Executive Office:

William Dinello, Ph.D., Acting Associate Dean

Compliance Programs & Legal Affairs:

Olga Carter Dais, Esq., J.D., Executive Director

- **Division of Academic Affairs:**

Ivelaw L. Griffith, Ph.D., Provost/Senior Vice President

Panayiotis Meleties, Ph.D., Acting Dean

Dana Fusco, Ph.D., Acting Associate Dean

Cynthia Haller, Ph.D., Acting Associate Dean

- **Division of Administration and Finance and Enrollment Management:**

Jerald Posman, M.B.A., Vice President and Chief Operating Officer

Ronald Thomas, M.A., Dean

Yvette C. Urquhart, M.B.A., Associate Dean

Peter Tighe, Chief Information Officer

Cynthia Murphy, M.S., Executive Director, Adult Continuing Education *

- **Division of Student Development:**
Janis Jones, Ed.D., Vice President
Paula Lalande, Ed.D., Acting Associate Dean

* RF employee

III. NON-DISCRIMINATION POLICY

A. Policy Statement

It is the policy of The City University of New York and York College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy Against Sexual Harassment.

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

Should any federal, state, or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics, as well.

B. Statement of Equal Opportunity and Nondiscrimination

Annually, each employee receives, at home, a letter from President Keizs confirming her commitment to equal opportunity and affirmative action. See Appendix C.2 for the full text of the letter.

IV. DESIGNATION OF RESPONSIBILITY

A. The President: Dr. Marcia V. Keizs

The President is responsible for the educational standards and general academic excellence of the college, and for the hiring of faculty and staff, and also serves among other things to:

- Advise and be an executive agent of the CUNY Board of Trustees (“Board”), and have the immediate supervision with full discretionary power to carry into effect the bylaws, resolutions, and policies of the Board, the lawful resolution of any of its committees, and the policies, programs, and lawful resolution of the faculty, staff and students where appropriate.
- Recommend to the Board for appointment, promotion and the granting of tenure, those persons she feels reasonably certain will contribute to the improvement of academic excellence at the college, after consultation with the appropriate departmental and faculty committees and taking student evaluations into account.

B. The Executive Director of Compliance Programs & Legal Affairs: Olga Carter Dais, Esq.

Dr. Olga Carter Dais, Executive Director of the Office of Compliance Programs and Legal Affairs (CPLA) carries out the duties previously assigned to the Affirmative Action Officer, in addition to her duties of overseeing compliance with Federal programs and other legal matters. Her role in Affirmative Action is delineated in Section V of this document.

C. 504/ADA Committee

Coordinator: Olga Carter Dais*, Esq. and

Deputy Coordinator: Regina Varin-Mignano

Members of the Committee are: Prof. Donald Auriemma*, Mr. Stephen Barrera, Ms. Ching See Chan, Mr. George Fellows, Lt. Tyrone Forte, Mr. Joseph Goffredo, Mr. Noel Gamboa, Ms. Vanessa Georges-Corley, Ms. Gail Marshall, Ms. Joyce Roper*, Prof. Scott Sheidlower and Ms. Sharon Wilkerson.

The responsibilities of the 504/ADA Coordinator are:

1. To keep records of complaints filed and accommodations requested:
2. To investigate complaints where appropriate
3. To render and submit recommendations where appropriate

*ADA accommodations committee members

D. Sexual Harassment Awareness and Intake Committee

Coordinator: Olga Carter Dais, Esq.

Deputy Coordinators: Ms. Brunilda Almodovar, Prof. Lindamichelle Baron, and Prof. Farley Mawyer

Members of the Committee are: Ms. Caroline Campbell, Prof. Charles Coleman, Ms. Marjorie Dunbar, Lt. Tyrone Forte, Prof. Michele Gregory, Ms. Gail Marshall, Ms. Linda McKinzie, Ms. Jean Phelps and Mr. Randy Punter.

The Coordinator and Deputy Coordinators are responsible for reviewing and/or investigating all complaints of sexual harassment. The Committee is responsible for educating the college community about sexual harassment and potential consequences.

E. Pluralism and Diversity Committee (includes Affirmative Action and Title IX)

Coordinators: Olga Carter Dais, Esq., Prof. Charles Coleman, and Prof. Eva Vasquez

Members of the Committee are: Prof. Lindamichelle Baron, Mr. Martin Colucci, Ms. Dawn Hewitt, Prof. Njoki-Wa Kinyatti, Ms. Gail Marshall, Ms. Linda McKinzie, Ms. Cynthia Murphy, Prof. Veronica Shipp, Mr. Ron Stanley and Mr. Stephen Tyson.

The responsibility of the Pluralism and Diversity Committee is to support the office of CPLA in maintaining the diversity of the College Community.

V. IMPLEMENTATION OF RESPONSIBILITY

A. The President

The President, Dr. Marcia V. Keizs, has responsibility for the overall effectiveness and implementation of the Affirmative Action Program. President Keizs ensures that Equal Employment Opportunity/Affirmative Action (EEO/AA) policies and practices are designed to effectively achieve the goals of the program.

B. The Executive Director of Compliance Programs & Legal Affairs

The Executive Director has the support of the executive management and is provided with the staffing necessary to execute the College's EEO/AA responsibilities. Specifically, she is responsible for the following:

1. Analyzing affirmative action data and assisting in the identification of problem areas and causes;
2. Identifying ways to increase minority and female representation;
3. Assisting management in arriving at effective solutions to problems;
4. Assisting the President in the establishment of goals and in updating the written Affirmative Action Plan;
5. Assisting in the implementation of the Affirmative Action Plan through the issuance of guidelines, oral presentations and workshops to the college's community;
6. Monitoring employee recruitment, hiring, termination and transfer policies and practices to ensure conformity with our EEO/AA policies e.g., review of vacancy postings and advertisements, sign-off on recruitment and promotion processes at their outset and calling particular attention to underutilization, review of recruitment documentation, alerting the President to underutilization before an offer is made and, where appropriate, conducting exit interviews;
7. Reporting on the status of the EEO/AA program and making recommendations for improvement to the President;

8. Investigating charges and complaints of discrimination and recommending appropriate responses;
9. Serving as a liaison between York College, the Central Office of the University and enforcement agencies;
10. Informing management of the latest developments in the entire equal employment opportunity/affirmative action area;
11. Serving as a resource person to the college community with respect to the policies and procedures.

C. College Officers

All executive officers, chairpersons, and directors of administrative units are crucial to the success of the affirmative action program. These administrators implement college policy; set the tone for what is acceptable behavior, and enforce college rules. Consequently, these officials of the college must collectively assume the responsibility for the implementation of the affirmative action program.

1. Responsibilities of Division Heads

As the direct supervisors of unit heads, the division heads (Provost/Senior Vice President for Academic Affairs, Chief Operating Officer/Vice President for Administrative Affairs, and Vice President Student Development) are responsible for monitoring the actions taken in units that report to them. These individuals are responsible for ensuring: 1) compliance with all equal employment opportunity and affirmative action laws is attained, and 2) Division heads adhere to all university and college policies. In addition, division heads must sign off on recruitment plans before they are submitted to the Executive Director of CPLA to ensure that job requirements are objective and that job-related procedures are properly followed within the law and the affirmative action policies of the University, and that the activities cited will promote affirmative action initiatives. Finally, division heads must approve the candidates recommended for interviews and approve the candidate recommended for appointment.

2. Responsibilities of Academic Chairpersons

Chairpersons are charged with informing departmental personnel and budget committee (P&B) members about the affirmative action program--its purpose, scope, and process. Chairpersons, in concert with the departmental P&B committees, are required to analyze the workforce composition for their respective departments and perform systematic examinations of the department's policies and practices to be sure that these policies and practices do not operate to the detriment of any employee or prospective employee because of gender, age, color, race, religion, national or ethnic origin, alienage or citizenship, sexual orientation, transgender orientation, genetic predisposition or carrier status, disability, veteran or marital status. This process must include systematic recording and reporting of data relative to:

- a. Recruitment of personnel, e.g., advertisements, applications, interviews;
- b. Selection of personnel, e.g., criteria and job descriptions;
- c. Advancement of personnel, e.g., promotions and changes in title, salary increases (other than incremental), and in-service training;
- d. Retention of personnel, e.g., reappointments, granting of tenure and/or CCE, non-reappointments and terminations.

3. Responsibilities of Administrative Directors

Directors in charge of administrative offices are charged with the same responsibilities listed above for chairpersons, with the exception of the granting of tenure/CCE.

VI. DISSEMINATION OF POLICY

A. INTERNAL DISSEMINATION

The internal dissemination of the York College policies and procedures for Equal Employment Opportunity and Affirmative Action and related concerns is as follows:

1. The President's letter is sent to all members of the community annually;
2. The Affirmative Action Plan is posted on the CPLA website at www.york.cuny.edu/cpla ;
3. The report is distributed to the President's Executive team, Department Chairs and the Library. Additionally, the executive summary of the report is posted on the webpage;
4. The College's Affirmative Action policy is published in a guide for faculty and the *College Bulletin*;
5. Posters are displayed throughout the campus in high visibility areas;
6. Periodic meetings are held with department chairs and unit directors;
7. A non-discrimination clause is included in the union contracts.

B. EXTERNAL DISSEMINATION

The external dissemination of the York College Policies and Procedures for Affirmative Action and related concerns is as follows:

1. Recruiting sources on a master list are annually informed in writing of the college's policy. The master list will continue to be reviewed annually to determine the effectiveness of the recruiting sources in referring a diverse group of applicants.
2. Directories of minority and female organizations will continue to be reviewed annually for their effectiveness as a source of recruitment. Job announcements are regularly mailed to the recruiting sources which have been actively encouraged to refer applicants and assist in the implementation of our EEO/AA policy. The College uses the University's distribution list. NOTE: The College welcomes suggestions of additional sources.
3. On written job announcements or help-wanted advertisements, the words "Equal Employment Opportunity/Affirmative Action Employer/Americans With Disabilities Act Employer" will continue to be included.
4. The York College employment application process will continue to be periodically reviewed to determine compliance with the latest state and federal EEO/AA regulations and to ensure that each applicant is provided the maximum opportunity to display his or her job-related qualifications.

VII. DEVELOPMENT AND EXECUTION OF THE PROGRAM

A. Employment Policies and Procedures

York College's employment policies and practices conform to the bylaws of the Board of Trustees, applicable collective bargaining agreements, and all applicable federal and state

regulations. The College posts all vacancies--as prescribed by policy and contract--to ensure equal opportunity and access to the search process. (For a sampling of vacancy announcements, see Appendix B.2.)

Once resumes are received by the College, the office of CPLA acknowledges all applicants in writing and requests each applicant to complete, on a voluntary basis, the **“Applicant Survey Form.”** Information obtained from these cards is maintained in a database to ensure efficient tracking of this important data. The Executive Director of CPLA meets with the search committee chairperson to review the policies and procedures of the search process and to inform the Chairperson of any current underutilization of the protected classes in the job vacancy area. The search committee reviews all applications and selects candidates to interview, thus creating an applicant pool; at this time, the **“Applicant Pool Certification Form”** (Form 1) is completed and submitted to the Executive Director, who carefully considers the applicant resumes and screens the applicant pool. She may certify or reject the pool of applicants based upon a set of criteria that conform to CUNY policy. Any applicant pool that does not meet these criteria and is rejected by the Executive Director can lead to the cancellation/failure of a search. However, once an applicant pool has been certified by the Executive Director, interviews are scheduled and a **“Personnel Data Form”** (Form 2) must be completed and authorized for the candidates interviewed. If a candidate is ultimately selected for appointment, the **“Personnel Data Form”** must be signed by several authorizing agents, concluding with the Executive Director of CPLA. At the conclusion of the search, the search committee chairperson must return all search documents to the office of CPLA which keeps these records on file.

For each search, the Executive Director regularly meets with the search committee chairperson to monitor the search process; in addition, the office of CPLA collects data on the applicants, especially those selected for interview, by carefully maintaining a database that includes information obtained from the Applicant Pool Certification Form and the Personnel Data Form. Such a step ensures efficient and timely tracking of this important data. (See Appendix B.1 for the various forms used throughout the search process.)

A CPLA website has been added to the York College Internet accessibility which: 1) enhances the ability of the Executive Director to track the effectiveness of the recruitment process, and 2) facilitates easy access to all necessary documents and relevant information. Specifically, from the website, CPLA forms, along with instructions to guide individuals through the recruitment process, can be downloaded by those wishing to recruit staff.

B. Instructional Staff Recruitment

York College is committed to CUNY’s affirmative action policies and procedures and the activities that support a successful search and filling of a vacancy. Requests to create new positions are first presented to the Division Head for review, discussion, and the President’s approval. Once this is done, a formal request is submitted by the Division head for fiscal approval to fill the vacancy. Next, the administrator in charge and/or the unit director or chairperson develops the vacancy notice. The Officers of CPLA and Faculty and Staff Relations/Human Resources review the Personnel Vacancy Notice (PVN) for accuracy,

compliance with the bylaws, and conformity with College and University policy. In general, this review seeks to validate the job description, experience required, and credentials listed.

Adhering to policy and practice, the College uses the University's PVN format, and all PVNs are sent to CUNY-Central with approval of CPLA, and Faculty and Staff Relations. When the campus receives CUNY-Central's approval, the position is advertised, as prescribed by the Recruitment Plan.

The Executive Director of CPLA reviews the following:

1. Recruitment documentation forms,
2. Applicant Survey Form;
3. CUNY's recruitment source file and any other recruitment aids;
4. Recruitment advertising for its conformity with the regulations;
5. The applicant pool;
6. The search committee's criteria and interview questions for compliance with affirmative action policy. (A copy of the list of interview questions is to be kept in the completed search file.)

Other activities of the Office of Compliance Programs and Legal Affairs which implement the Affirmative Action Plan of the College include:

1. A review of all employee and student recruitment brochures for any depiction of bias that precludes opportunities for minorities and women;
2. The development and dissemination of the search procedures checklist and for search committees;
3. Briefings and coaching for all chairpersons, members of Personnel & Budget committees, directors and chairs of searches and any others involved in the recruiting and hiring process on the definitions and requirements of affirmative action and the College's Affirmative Action Plan.

C. Non-Teaching Instructional and Classified Staff

The recruitment, selection, and placement activities of non-teaching instructional staff comply with CUNY's and the College's policies and procedures. As required by the bylaws, non-teaching instructional staff vacancies are posted for 30 days, rather than 60 days, as required for faculty. The Offices of Compliance Programs and Legal Affairs and Faculty and Staff Relations monitor the recruitment, selection, and hiring practices of both non-teaching and classified staff.

D. Discrimination Complaint Procedures

The complaint procedure for discrimination is as follows: any member of the college community who wishes to file a complaint regarding alleged discrimination may make such a

complaint to the College's Executive Director of CPLA. The Discrimination Complaint Form can be found on the CPLA website www.york.cuny.edu/cpla.

VIII. RESULTS OF STATISTICAL ANALYSES

A. Data Collection

The data used in the preparation of this report was collected from CUPS reports run as of June 30, 2008 requesting data on new hires, terminations, tenure eligibility, EEO6/IPEDS Report, the Affirmative Action Survey Report and detail lists where appropriate.

B. Workforce Inventory

	WORKFORCE INVENTORY As of June 30, 2008
55	Executive / Administrative / Managerial
173	Faculty
68	Professional / Non-Faculty
78	Secretarial / Clerical
28	Technical / Para-Professional
17	Skilled Trades / Crafts
91	Service / Maintenance
510	TOTAL

The above permanent staff members have been included in the Utilization Analysis described below.

The statistics from the 055 Affirmative Action Report were used as the count in the Workforce Inventory. An examination of the overall workforce shows that minorities are employed in all job categories at York. There are **334 minority staff** members, representing **65%** of the total workforce. There are **250 women**, representing **49%** of the total workforce. They are employed in all but one category (Skilled Trades/Crafts).

C. Utilization Analysis

The Utilization Analysis of the college is conducted annually in order to identify the areas in the college's workforce where minorities and/or women are being underutilized. In instances of underutilization, annual goals will be reviewed and re-evaluated accordingly.

The following is a list of staff underutilized in the affirmative action units by ethnicity and gender. Our analysis separates the levels of faculty (i.e. Professorial, Instructor, Lecturer) wherever at least 5 persons exist in each level. It also separates the Non-Instructional from Instructional staff category.

The Affirmative Action units listed below are those groups, consisting of 5 or more, in which underutilization exists, as identified by the Fall 2008 Utilization Analysis:

STAFF CATEGORY	UNDERUTILIZATION
Executive / Administrative	
Administration I (Executive Compensation Plan)	One Hispanic* and One Asian
Administration II (HEO/HEA)	Two Hispanics
Administration III (HEA/aHEO)	Four Asian
Administration IV (CLT)	Two Females and One Hispanic
Faculty	
(NOTE: Numbers include Professors, Associate Professors, and Assistant Professors)	
Accounting and Business	One Female
English	Three Females and One Hispanic
Performing and Fine Arts	Two Females
Foreign Languages, ESL and Humanities	One Asian
Health Sciences**	One Asian
History and Philosophy	One Female
Library	Two Females
Mathematics and Computer Studies	Three Females and One Hispanic
Natural Sciences***	Four Females and One Hispanic
Political, Social Science and Psychology****	4 Females and One Asian
Instructional Non-Faculty	
(NOTE: Numbers include Lecturers and Instructors)	
Lecturer	One Asian
Instructor	One Black
Technical / Paraprofessional	
Computer Specialist	One Female
Classified	
CUNY Administrative Assistant	Three Hispanics and One Asian
CUNY Office Assistant	Four Females
Service and Maintenance	
Custodial Assistants	Six Hispanics
Skilled Trades / Crafts	One Female and Five Hispanics
Security	
Campus Peace Officer - Level 1	One Hispanic
Campus Peace Officer - Level 2	One Hispanic
Campus Public Safety Sergeant	One Black

* Two members of the executive team are female Hispanic, but are not reflected in the AAP because they are not paid on tax levy.

** Presently consists of 2 different departments (including OT), but is designated as 1 affirmative action unit by CUNY central.

*** Presently consists of 3 different departments, but for purposes of this report they cannot be segregated because they are designated as Natural Sciences in CUPS.

**** Presently consists of 2 different departments, but is designated as 1 affirmative action unit by CUNY central.

Not included among the underutilizations previously listed are those for groups of less than 5 that are too small to analyze (see also Appendix A.2.4). These groups are listed below, and show staff numbers in the ethnic groups, with total incumbents, and underutilizations.

GROUPS TOO SMALL TO ANALYZE							
(Showing: # in Ethnic Groups; Total # Incumbents in Unit; and # of Underutilizations)							
FACULTY							
Affirmative Action Unit	Female	Minority	Black	Hispanic	Asian	Total	Underutilized
Accounting & Business - Lecturers	0	0	0	0	0	3	Two Females One Minority
Education - Lecturers	3	2	2	0	0	4	None
English - Lecturers	4	2	2	0	0	4	None
Foreign Languages - Lecturers	1	1	0	1	0	1	None
Health Sciences - Lecturers	1	2	2	0	0	2	One Female
Math & Computer Studies - Lecturers	2	2	2	0	0	3	None
Social Sciences - Lecturers	0	1	1	0	0	1	One Female
Fine & Performing Arts - Instructors	0	0	0	0	0	1	One Female
Foreign Languages - Instructors	1	0	0	0	0	1	None
Library - Instructors	2	1	0	0	1	3	None

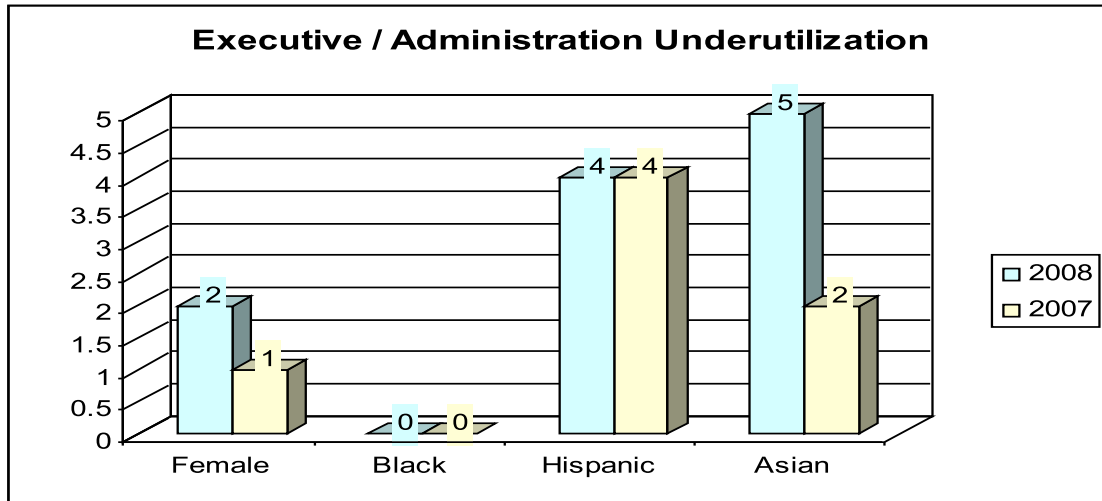
GROUPS TOO SMALL TO ANALYZE							
(Showing: # in Ethnic Groups; Total # Incumbents in Unit; and # of Underutilizations)							
STAFF							
Affirmative Action Unit	Female	Minority	Black	Hispanic	Asian	Total	Underutilized
Adm. Superintendent of B&G	0	1	1	0	0	1	None
Basic Crafts	0	3	2	1	0	3	One Female
Chief Adm. Superintendent of B&G	0	0	0	0	0	1	None
College Accountant	3	3	0	1	2	4	One Black
College Security Dir., Asst. Security Dir.	0	1	1	0	0	2	One Female
Computer Systems Manager	0	1	0	1	0	2	One Female
Custodial Supervisor	3	4	4	0	0	4	One Hispanic
Mail / Message Services Worker	0	1	1	0	0	1	None
Media Services / Print Shop	0	3	2	0	1	4	One Female One Hispanic
Skilled Trades / Crafts Supervisor	0	1	0	0	1	2	None

D. Underutilization in Affirmative Action Units:

1. Executive / Administration Underutilization

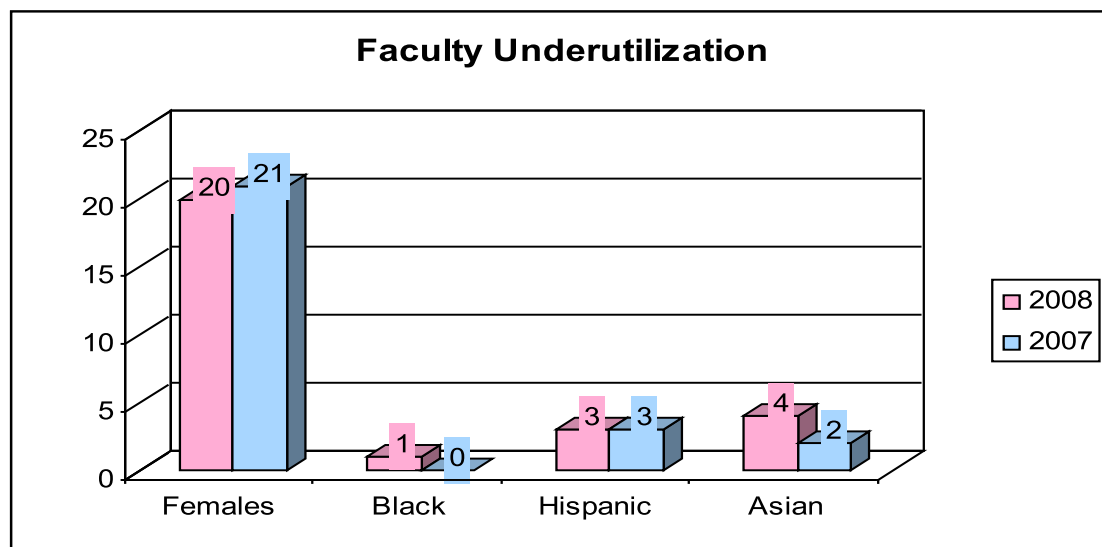
With this year's changes, underutilization has remained the same in Administration I (1 Hispanic and 1 Asian). It should be noted that two members of the President's executive team are Hispanic and are not included in these figures because they are on the Research Foundation

payroll. Underutilization also remains unchanged in Administration II (2 Hispanics). In Administration III there was an increase (underutilization was up from 2 Asians to 4 Asians). However, there was a slight increase in underutilization in Administration IV (from 1 female to 2 females and 1 Hispanic).



2. Faculty

York College hired 18 new faculty during the past year. The group consisted of 10 females and 8 males. Of the new female faculty hires, 4 are Black and 6 are White. Of the new male faculty hires, 3 are Black, 1 is Hispanic and 4 are White.



This year, there was **no** underutilization in the Department of Education for the fourth year and Health and Physical Education and Gerontological Studies for a second year in a row.

Underutilization for the faculty is present in the following departments:

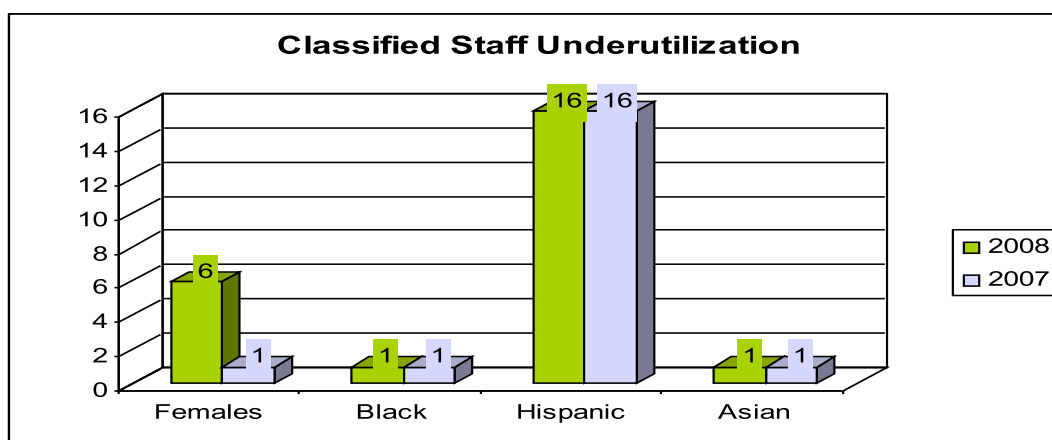
Accounting & Business
 English
 Performing and Fine Arts
 Foreign Languages
 Health Sciences
 History & Philosophy

Library
 Mathematics & Computer Studies
 Natural Sciences
 Political Science, Psychology and
 Social Science

There are more than 40 new hires (not included in this year's analysis due to September start dates) that will impact faculty underutilization numbers in next year's report. It should be noted, when viewed as a single group and weighted for all fields, there is **no** minority underutilization for the second year in a row. But, there remains underutilization of female faculty. Overall, this year's report shows an increase in underutilization.

3. Classified

The classified positions show an improvement over last year. Although the overall numbers remain the same there was improvement within the job classification, for example: underutilization for the CUNY Administrative Assistant and Office Assistant position were both down 1 Hispanic, underutilization for Custodial Assistant and Skilled Trades were each down 1 Hispanic.



A total of sixteen (16) new hires were placed in classified staff positions (9 CUNY Office Assistants, 3 Technical/Paraprofessionals and 4 Service Maintenance). The CUNY Office Assistants were; females (6 Blacks, 1 Hispanic and 1 White), and 1 Asian male. The Technical/Paraprofessional group consisted of 2 Asian males and 1 Black female. The Service Maintenance new hires consisted of Campus Peace Officers (1 Asian male, 2 Hispanic males and 1 Black female). There was modest improvement in the Custodial Assistant area which is down 1 Hispanic.

A continuous dialogue is maintained with Human Resources to address problems with underutilization in specific areas of classified staff. Underutilization in the classified ranks will again be discussed with Human Resources and the Dean of Administrative Affairs. The Director of Human Resources ability to recruit permanent classified staff is limited because

most classified staff are selected from the CUNY Civil Service List, based on examination. Nonetheless, the Director does have the ultimate authority to select from the Civil Service pool, and will be advised to make efforts to further reduce the underutilization in these ranks. The Executive Director of CPLA has met with the Dean of Administrative Affairs and he has made a commitment to review these searches (a step that is not normally taken in the hiring of classified positions).

E. Impact Analysis

The Impact Analysis is divided into three areas:

Part A: The Hires Analysis, which considers the college's hiring practices (hires against applicants)

Part B: The Promotion Analysis, which considers the college's promotion practices (upgrades against total workforce); and

Part C: The Termination Analysis, which considers the college's attrition rate (terminations against total workforce)

The Hires Analysis showed no areas of concern. The overall Minority hiring rate was 9.0% (31 of 540 total applicants), this rate is up 1.0% from last year. York College hired 48 persons into permanent full-time positions and 31 of those individuals (64.6%) were minorities. In the analysis of Non-Minority vs. Minority new hires, there are two groups where Minority is the "Favored Group," they are the Technical/Paraprofessional and Service Maintenance Groups. Last year minorities were favored in only 1 group. In the Technical/Paraprofessional Group, of the 3 new hires - 1 was female and 3 were minority. Of the 51 applicants - 44 (86.3%) were minority and 13 (25.5%) were female. In the Service Maintenance Group of the 4 applicants - 1 was female and 4 were minority.

The female hiring rate this year is 9.1%, which is down from last year's rate of 11.0%. There were 2 areas in which females were the "Favored Group." They were Faculty and Technical/Paraprofessional. In the Faculty group, of the 18 new hires - 10 were females and 8 were minority. Of the 211 applicants that applied for positions, 110 (52.1%) were female. In the Technical/Paraprofessional Group, of the 3 new hires - 1 was female and 3 were minority. Of the 51 applicants, 13 (25.5%) were female.

The Promotion Analysis showed no significant differences in the overall promotion rate of incumbent populations. There were a total of 5 promotions, 2 males and 3 females. Within the group, 2 were minority and 3 were non-minority. All promotions were in the Faculty ranks. The promotion analysis showed no categories where Minority was the "Favored Group, and only one category where Non-Minority was the "Favored Group." For Non-Minority "Favored Group" was Faculty. For females the only "Favored Group" was Faculty.

The Termination Analysis showed no major concerns for any of the job classification groups. Total terminations for the period were 33 employees, which equaled 11 males and 22 females. Minorities were 24 (72.7%) of total terminations and Non-Minorities were 9 (27.3%). However, when the analysis is compared to incumbents Minority were 7% and Non-Minority

were 5% of their population group. Males were 4% of the incumbents and females were 9% of incumbents.

F. Tenure Eligibility Analysis

In the sixth year of full-time service the Department and College-wide P&B Committees may forward a faculty member for consideration for tenure. If the faculty member receives favorable recommendation from the department, the college committee and the President, the person's name will be presented to the Board of Trustees. If approved, the tenure status becomes effective on the first day of service of the eighth year of appointment. A faculty member who has completed at least one year of full service may request consideration for tenure prior to the sixth year of service ("early service"). There are some exceptions for faculty hired prior to the 2007 academic year.

This year 13 Faculty members and one College Lab Tech were recommended for tenure. Faculty members included: 2 Black females, 2 Black males, 3 Asian males, 5 White males, and 2 White females. The Lab Tech was a Black male. All were approved for tenure except one black female who received a Scholar Incentive Award. (See the Tenure Eligibility Analysis in Appendix A.4.)

IX. YORK COLLEGE UNDERUTILIZATION: A Brief Summary

A review of the Workforce Inventory indicates the face of York College is indeed multicultural (for a detailed view of our Workforce Inventory see Appendix A.6).

Administration

Total underutilization number for this group is 11 compared to 7 last year. Hispanics and Asians are the groups most underutilized, and efforts are being made to alleviate this situation. It must be noted that the Executive Director of Adult Continuing Education is Hispanic but is on the Research Foundation payroll.

Faculty

We continue to work towards reducing the underutilization numbers regarding female faculty. This year, faculty female underutilization is 17, down from 18 last year. Again this year, we show 10 departments with female underutilization. The greatest concentration continues in Political Science and Psychology (4 females), Natural Sciences (4 females), Mathematics and Computer Studies (3 females), and English (3 females). Underutilization of Hispanics and Asians is also an area of concern.

All departments showing underutilization have been apprised of the situation and monitored in their searches for new faculty so that we may work towards reduction of underutilization of females, Asians and Hispanics in the faculty ranks.

Classified Staff

As discussed previously (see section D3, page 13) we have improvement in the underutilization of Hispanics in the Classified Staff categories. Every effort will continue to be made to reduce the underutilization in the classified staff ranks.

Overall

We must continue to monitor, our underutilization of females and minorities on our campus. (NOTE: For a more detailed look at the specific numbers of underutilization, please see Section VIII of this document). We have set goals to remedy all underutilization by the year 2010, that is, through our recruitment and promotion during the next 3 years. We hope that with a continued concerted effort, we can continue to reduce the overall underutilization by next year's reporting.

X. COMMUNITY ACTION PROGRAMS

A prominent institution in the community of Jamaica, Queens, York College seeks to provide community-oriented programs and opportunities that will help enlighten, engage, assist, and/or entertain our students, staff, and community members.

COMMUNITY PROGRAMS FOR YOUTH

York College's female and minority faculty and staff actively participate in community programs that encourage youth to attain degrees.

1. Recognized as a national leader in educating minority students, York College maintains community-based collaboration with the secondary schools in southeastern Queens, namely school districts 26, 27, 28 and 29.
2. The College houses a program entitled **Science, Engineering, Mathematics and Aeronautics Academy (SEMAA)** which uses state-of-the-art technology to allow 6th and 7th grade students to have an understanding of how science, math and engineering are used in the aeronautical field.
3. York College became host to the **Queens High School for the Sciences at York College** in September 2002. One of six specialized high schools, this public high school admits students on the basis of the results of the Specialized High Schools Admissions Examination, a competitive written examination. Although Queens High School for the Sciences is located on the York College campus, this high school is administered by the Queens Department of Education.
4. York's involvement in the CUNY Enhancement Project is an intervention program for at-risk children in grades 1 through 3 in participating schools in ten New York City districts. The goal is for students to achieve reading competence appropriate to their grade level by completion of the third grade. The Project also runs a 10 day professional development summer Institute that provides support in curriculum and professional development for participating staff.

COMMUNITY PROGRAMS FOR ADULTS

In our continuing effort to provide unparalleled service to the community at-large, and to contribute to the economic development of Queens and New York City, the **York College Small Business Development Center (SBDC)** has provided technical assistance to aspiring entrepreneurs and local businesses for more than a decade.

SCHOLASTIC PROGRAMS FOR OUR STUDENTS

Academic Affairs Division includes in its curriculum scholar's programs for which stipends are offered. The ones listed below are major programs that have an emphasis on minority students. York College includes them in an effort to encourage minority students to pursue degrees and careers in fields and professions not before accessible to them. They are as follows:

- Louis Stokes Alliance for Minority Participation in Science, Mathematics, Engineering, and Technology (LSAMP) coordinated by **Dean Panayiotis Meleties**.
- Minority Biomedical Research Support (MBRS) coordinated by **Prof. Lawrence Johnson**.

THE WOMEN'S CENTER

In the interest of promoting cultural diversity, the York College Women's Center holds workshops, sponsors lectures and educational seminars that promote an understanding of issues, problems and laws regarding diversity and other social topics. The Center is another vehicle for promoting York College affirmative action policies in the College and the community.

THE MEN'S CENTER AND THE MALE INITIATIVE

A popular program sponsored by the Men's Center is the "Barbershop" a monthly forum that allows students to express their opinions about issues, regardless of the topic. It is conducted in an informal setting based upon the cultural dynamic often found in venues like barbershops. The forum is offered in collaboration with community partners and is open to all students. The center also offers a Video series which focuses on films that stimulate discussion of major social and ethical issues that affect young males.

THE IMMIGRATION CENTER

As part of the Immigration Project, on April 7, 2006, CUNY opened an Immigration Center at York College. It established a volunteer corps of professionals to assist in reaching out to students, their families, and the surrounding communities with immigration and naturalization services. In May 2007 the Staff became full-time and began providing services Monday thru Friday. They assist in the preparation of citizenship, green card, relative petitions and other applications. The center also offers counseling services.

PROGRAMS AND ACTIVITIES

Various organizations on campus sponsor programs that often address the interest, concerns and problems of special groups in the community. Below is a partial list of some of those activities sponsored during the academic year 2006-2007.

Nobel Laureate's Visit

Sponsored by the Bangladeshi Student Association

Dr. Muhammad Yunus, the 2006 Nobel Peace Prize winner and author of **“Creating a World Without Poverty,”** spoke at York College to over 1,000 students, faculty, staff and community members. Dr. Yunus is considered the person most responsible for the international micro-lending revolution that has helped move millions of people, primarily women, out of poverty.

Michele Montas Spokesperson for the Secretary General of the United Nations Sponsored by Compliance Programs and Legal Affairs, and the Pluralism and Diversity Committee

The screening of **“The Agronomist,”** a film that tells the story of Haitian national hero, journalist and freedom fighter Jean Dominique was moderated by his wife Ms. Montas.

U.S. Secretary of Commerce Carlos M. Gutierrez

Discussed the impact of international trade on Southeast Queens and New York City with students, faculty, staff, local business leaders and elected officials. Secretary Gutierrez stated, “Your comfort with diversity could be your advantage in the future.”

World AIDS Day 2007

Sponsored by the Health Services Center

This event provided students with information, testing, and counseling regarding HIV and AIDS.

Dominic Carter prominent local news anchor and author of “No Momma’s Boy”
(Spoke on his life and best selling book)

CULTURAL PROGRAMS FOR THE YORK COLLEGE COMMUNITY

York College Performing Arts Series 2007-2008

Each year the Department of Fine and Performing Arts presents groups of culturally diverse performances in series format. They are the **Chamber Music Series, Jazz Forum Series and Special Presentation Series.** These events are open to the community and many are free of charge. Highlights from the past season included: Flamenco dancing by Sol y Sombra, “Treemonisha” an opera by Scott Joplin, chamber music by The Young Eight and Elizabeth Lyra Ross, jazz performances by Vibraphonist Bill Jacobs, and Trumpeter Kamau Adilifu. The department continued to offer its Jazz workshops, Blue Notes concerts and Art exhibits that showcased work by students, faculty and community members.

Various Departments and CPLA focus on such cultural celebrations as Black History Month, Hispanic Heritage Month, Disability Awareness Month and Women’s History Month. The following is a cross-section of activities offered during the academic year 2006 - 2007:

Hispanic Heritage Month Fall 2007

Sponsored by various organizations

Activities celebrating Hispanic Heritage Month included a discussion of challenges faced by Latino journalists and video makers. There was a mini film festival that showcased the multifaceted nature of Hispanic culture, and a conversation with Latino/a Lesbians and Gays, who explored balancing ethnic and sexual identities.

Black History Month (February 2008)

Sponsored by various organizations

As always, the month long celebration of Black History contained a variety of programs and activities, some old favorites and some new additions. Among the many offerings was the 7th Annual Tribute to Dr. Martin Luther King & Black History Art, Memorabilia, Poetry & Quilting Exhibition.

Women's History Month (March 2008)

Sponsored by various organizations

The month's activities featured a potpourri of activities and events. Clara Nieto, a writer and career diplomat from Colombian gave a lecture. There was a musical presentation by "Women of Color in the Arts: Roselly Torres-Rojas, Martha Diaz, Miriam Romais & Dr. Theda Palmer Saxton." Also on the agenda was a book presentation in Spanish and "Women in Film," a presentation and discussion.

Disability Awareness Month (April 2008)

Sponsored by the 504/ADA Committee

One of the month's highlights was a performance by *Theatre for Breaking Through Barriers* which is comprised of sighted and unsighted performers. The inauguration of "Above the Challenge" club which was formed by students with disabilities.

XI. INTERNAL AUDIT AND REPORTING SYSTEM

Internal auditing systems of York College include the following:

A. Search Procedures

Administrative directors, department heads, and other personnel with hiring responsibilities must:

- 1) Receive from their divisional head approval to recruit;
- 2) Develop a Personnel Vacancy Notice (PVN); and
- 3) Complete a Recruitment Plan prior to initiating a search.

The Recruitment Plan is reviewed to ensure that the recruitment strategies are sensitive to York College's affirmative action policies and procedures and will help generate a diverse pool of candidates.

The search process is then monitored to ensure that the pool of interviewees is representative of the applicant pool and representative of the applicants who meet the minimum qualifications.

The Office of Compliance Programs and Legal Affairs processes letters of acknowledgment and requests to the applicants to complete (on a voluntary basis) and return the Applicant Survey Form. Search committees may begin candidate interviews after the Executive Director of CPLA certifies the applicant pool.

B. Personnel Procedures

The Human Resources Department, through the maintenance of the City University Personnel System (CUPS), provides reports describing various personnel actions to the Executive Director of CPLA on a timely basis. The personnel actions include, but are not limited to, new hires, promotions, and separations. This information enables the Executive Director of CPLA to monitor the College's personnel practices and to ensure there are no policies or procedures which have an adverse impact on any group.

XII. SEX DISCRIMINATION GUIDELINES

York College is committed to Title IX of the Education Amendments of 1972, Public Law 92-318, which prohibits sex discrimination in federally-assisted education programs. This law addresses the issue of sexual discrimination.

It states in part:

“No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance...”

York College fully complies with all applicable requirements of OFCCP Sex Discrimination Guidelines. In addition to our policy statement, we will continue to do the following:

1. Recruit and hire faculty and staff of both sexes for all jobs.
2. Place employment advertisements that do not express a sex preference for any job.
3. Implement personnel policies that do not and will not discriminate on the basis of sex. Furthermore, employees and applicants of both sexes are and will be equally considered for all positions they are qualified to perform.
4. Administer employment opportunity, wages, hours, conditions of employment, pensions, and employee fringe benefits regardless of sex or marital status.

5. Treat married and unmarried men and women equally in all personnel actions, including all benefits. Employment will not be denied to women with young children or men with young children. The number or age of children will not be a factor in job offers.
6. Retirement benefits are equal for both sexes.
7. Provide appropriate physical facilities for employees and applicants of both sexes.
8. Ensure that seniority lists are not based on sex.
9. Ensure that wage schedules are not related to or based on the sex of the employees.
10. Afford women equal opportunity for management positions. This is confirmed in statistics having to do with the Higher Education Officer Series.

In addition, York College will continue the following:

11. Special Leaves for Child Care: Under the Family Medical Leave Act (FMLA), leaves for the purpose of caring for a newborn infant or for the placement with the employee of a son or daughter for adoption of foster care shall be granted to any employee without regard to sex. Provisions for childcare leave are detailed more fully in Section 18-a-3 of the CUNY DC 37 Agreement and in Article 16.8 of the PSC/CUNY Agreement.

12. Sexual Harassment: It is the policy of The City University of New York and York College to promote a cooperative working and academic environment in which there is mutual respect for all University students, faculty, and staff. Harassment of employees or students based on sex is inconsistent with this objective and contrary to the University's updated Non-Discrimination Policy, issued February 1, 2005: "Sexual harassment is illegal under Federal, State and City laws, and will not be tolerated within the University." The University endeavors to maintain a work and academic environment free of sexual harassment and to prevent such conduct in the University. It is a violation of University policy for a member of the University community to engage in sexual harassment or to take action against an individual for reporting sexual harassment. To this end, the University issued revised and updated Sexual Harassment policy and procedures on February 1, 2005, and directed the colleges to merge and revamp their Sexual Harassment Panel and Education Committees into one "Sexual Harassment Intake and Awareness Committee" with a membership of 6 to 8 persons. The members will have "the responsibility for educating all employees and students about sexual harassment as well as the responsibility to "receive complaints of sexual harassment from members of the College community, explain University complaint procedures and to refer individuals and/or the complaint to the Sexual Harassment Coordinator." (See Appendix B.1 for a copy of the "Sexual Harassment Procedure & Policy" booklet which was updated 10/27/06.)

13. Seniority System: Gender is not a factor in our seniority system, and the system is equal for all employees regardless of gender. (See opening statement of Affirmative Action Policy.)

14. Discriminatory Wages: Wage schedules are the same for both sexes. There is equal pay for equal work. Jobs are not restricted to one sex. Employees are allowed to transfer to any position they are qualified to hold.

15. Affirmative Action: In keeping with the principles outlined in the new "Non-Discrimination Policy," the pamphlet was updated, and the updated pamphlet was issued on

February 1, 2005, York College will continue to seek women and minorities for all positions, with special emphasis on those positions where they are not employed. Equal opportunity is provided to all of our employees and applicants in all functions of this college.

XIII. RELIGIOUS / NATIONAL ORIGIN DISCRIMINATION

York College's Equal Employment Opportunity Policy expresses its commitment to prohibit discrimination based on religion against applicants for employment and employees, in any of the following: recruitment, advertising, hire, upgrading, demotion, transfer, layoff, termination, rates of pay and other forms of compensation.

No distinction based on religion shall apply in employment opportunities, wages, hours of work, or other conditions of employment. Efforts are made to accommodate the religious observances and practices of an employee unless it is unreasonable to accommodate such practices and an accommodation would result in a undue hardship on the conduct of business.

Further, York College does not discriminate because of an individual's place of origin, or his or her ancestor's place of origin, or because an individual has the physical, cultural or linguistic characteristics of a certain national origin or group. Furthermore, it is against college policy to discriminate because of a marriage to or association with persons of a particular national origin or group; or due to membership in or association with an organization identified with the interests of a particular national origin or group; or because an individual's name or spouse's name is associated with a particular national origin or group.

It is against college policy to delay equal employment opportunity on the basis of national origin, as defined herein:

1. Against applicants seeking employment;
2. In treatment of employees, including, but not limited to, demotion, upgrading, transfer, recruitment, layoff, termination, compensation, fringe benefits, promotion, assignment of duties, and selection for training.

All employees at York College are entitled to an equal opportunity for advancement to positions of greater responsibility and authority based upon their skills and abilities.

York College takes affirmative action to ensure that applicants are employed and that during employment faculty and staff are treated without regard to their religion or national origin. Such action includes but is not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, termination, rates of pay or other forms of compensation.

York College does not ascertain religious affiliation, and assessment of ethnicity is confined to the affirmative action categories. York College communicates the obligation to provide equal opportunity without regard to religion or national origin in such a manner as to foster

understanding, acceptance, and support among the administrators, supervisors and all employees, without regard to religion or national origin, as follows:

1. Employees are periodically reminded of the College's commitment to equal employment opportunity for all persons.
2. Assistance and support of all recruitment sources is required for the College's commitment to provide equal employment opportunity.
3. Neither national origin nor religious affiliation is a criterion for promotion or transfer.

XIV. 504/ADA DISABILITY DISCRIMINATION

Policy

York College of The City University of New York is committed to the Americans With Disabilities Act (ADA) of 1990, which extends federal civil rights protection in several areas to people who are considered "disabled." The act seeks to dispel stereotypes and assumptions about disabilities, and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for disabled people. To achieve these objectives, the law prohibits entities from excluding people from jobs, services, activities or benefits based on disability.

Not every disabled person is covered by the ADA. Certain standards must be met for a person to qualify for the Act's protection. To be considered "disabled" under ADA, a person must have a condition that impairs a major life activity or a history of such a condition, to be regarded as having such a condition. A disabled person must also be qualified for the job, program, or activity to which he or she seeks access. To be qualified under ADA, a disabled person must be able to perform the essential functions of a job or meet the essential eligibility requirements of the program or benefits, with or without an accommodation to his or her condition.

York College does not discriminate against any employee or applicant for employment because of physical or mental impairment with regard to any position for which the employee or applicant is qualified. York College agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, forms of compensation. York College agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor pursuant to hiring and retention of the disabled.

It is required that all officers of administration, executive officers, office heads, faculty and staff adhere to the principles and requirements of the York College Affirmative Action Plan.

1. York College assures the thorough and systematic consideration of the job qualifications of known applicants and employees with disabilities for job vacancies filled either by hiring or promotion.
2. York College does not currently require any qualifications for employment outside of the credentials and experience required by the University.

3. Supervisors and office heads may be informed regarding the restrictions in the work or duties of disabled individuals and regarding accommodations.
4. First aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment.
5. Government officials, investigating compliance with the Act, shall be informed.
6. York College will make a reasonable accommodation to the physical or mental limitations of employees or applicants with disabilities.
7. In offering employment or promotions to individuals with disabilities, York College will not reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source.
8. York College will periodically review its employment practices to determine whether its personnel program provides the required affirmative action for employment and advancement in employment of qualified individuals with disabilities.

Implementation

York College will take the following actions to implement its program for employees and prospective employees with disabilities:

1. Foster understanding and acceptance among the College's executive, managerial, supervisory, and all other employees and to encourage such persons to take the necessary actions to aid the College in meeting its obligation.
2. Develop reasonable internal procedures to ensure that the program is being fully implemented.
3. Annually inform all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities.
4. Establish meaningful contacts with appropriate social service agencies, organizations of and for individuals with disabilities.
5. Plan and implement activities for Disability Awareness Month (April).
6. Continue to take positive steps to attract qualified persons with disabilities not currently in the work force who have requisite skills and can be recruited through affirmative action measures.

The College implements and disseminates its policy with respect to individuals with disabilities as follows:

1. Publicizes it in college publications.
2. Explains the intent of policy in meetings with executive, managerial, and supervisory personnel and conveys the attitude of President Keizs with respect to this policy.
3. Explains the policy at employee meetings and identifies individual employee responsibilities.
4. Discusses the policy thoroughly in employee orientation and training programs.
5. Meets with union representatives to inform them, periodically, of College policy.
6. Continues to publish non-discrimination clauses in union agreements.
7. Posts the President's statement of policy on the York College website and on bulletin boards along with a statement that employees and applicants are protected from

coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Act.

Responsibility for Implementation

The Executive Director of CPLA has the responsibility for implementation of equal opportunity programs, including the program for individuals with disabilities.

Implementation responsibilities include, but are not limited to, the responsibility to:

1. Develop policy statements, affirmative action programs, internal and external communication techniques. This process includes the review of all advertising for employment;
2. Assist in the identification of problem areas;
3. Assist line management in arriving at solutions to problems;
4. Design and implement audit and report systems that measure effectiveness of the College's programs;
5. Indicate need for remedial action;
6. Determine the degree to which the College's objectives have been attained;
7. Serve as liaison between the College and enforcement agencies;
8. Serve as liaison between the College and organizations of and for persons with disabilities; and
9. Keep management informed of latest developments in the entire equal opportunity area.

Accommodation for Persons With Disabilities

In the hiring process, York College surveys all hires as to their need for accommodation. This procedure is followed for each new employee, regardless of job group.

Grievance Procedure for Persons With Disabilities

York College of The City University of New York has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Civil Rights regulations implementing section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to Olga Carter Dais, Esq. (Telephone: 718-262-2140), who has been designated to coordinate Section 504 compliance efforts.

1. A complaint may be filed in writing or verbally, should contain the name and the address of the person filing it, and should briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The 504/ADA Committee Coordinator shall conduct the investigation. These rules contemplate

informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written or verbal determination as to the validity of the complaint and a description of the resolution, if any, should be issued by the 504/ADA Coordinator and a copy forwarded to the complainant within 30 days after its filing.

5. The 504/ADA Coordinator shall maintain the files and records of the complaints filed.

XV. DISABLED VETERANS & VETERANS OF THE VIETNAM ERA

York College takes affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era at all levels of employment, including the executive level. Such action applies to all employment practices, including, but not limited to, the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, or termination.

York College has invited all disabled veterans and veterans of the Vietnam Era who wish to benefit under the Affirmative Action Program to identify themselves. The invitation states that the information is voluntarily provided, that it will be kept confidential, that refusal to provide it will not subject the applicant or employee to any adverse treatment, and that it will be used only in accordance with the Act and regulations. If an applicant or employee so identifies himself or herself, the College will also seek the advice of the applicant or employee regarding proper placement and appropriate accommodation, if such placement and accommodation is possible.

An employee may elect, at a future time, to inform the College of his or her desire to benefit from this program. Nothing in these provisions shall relieve the College from liability for discrimination under the Veterans Readjustment Act.

When applicable, the application or personnel records of each known covered veteran are annotated to identify each vacancy for which he or she was considered, and the form will be quickly retrievable for review by the agency, the Department of Labor, and the College's Affirmative Action staff for use in investigations and internal compliance activities.

This Affirmative Action Plan for the Reporting Period 7/1/07 to 6/30/08 is respectfully submitted.

Signed:

Marcia V. Keizs, President,
York College of CUNY

Olga Carter Dais, Executive Director,
Compliance Programs & Legal Affairs

(Date)

(Date)