

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2016/463: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Bronx Community College's Employment Practices and Procedures from January 1, 2013 through December 31, 2015.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Bronx Community College's (BCC) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 1, 2016, setting forth findings and the following required corrective actions:

1. Include, or attach as addenda to the EEO Policy, current contact information for the federal, state and local agencies that enforce laws against discrimination.
2. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.
3. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
4. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with CUNY Central Civil Service Unit if applicable.) Then advertise in minority- or female oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
5. Use and maintain an applicant/candidate log or tracking system which, in addition to the above, includes the ethnicity, gender, disability or veteran status, of each applicant, and recruitment source.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
7. Submit to the EEPCC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the agency submitted its response to the EEPCC's Preliminary Determination letter, on July 15, 2016, with documentation of its actions to rectify required corrective action no. 7; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPCC considered the agency's response and issued a Final Determination on July 22, 2016 which indicated that corrective actions nos. 1, 2, 3, 4, 5 and 6 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPCC is required to monitor the agency for a period not to exceed six months, from August 2016 through January 2017, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPCC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Dr. Thomas A. Isekenegbe, President of the Bronx Community College.

Approved unanimously on September 9, 2016.



Angela Cabrera
Commissioner



Malini Cadambi Daniel
Commissioner



Arva Rice
Commissioner

Absent
Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2016AP/466C-33: Determination of Compliance (Monitoring Period Required) by the Bronx Community College with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from January 1, 2013 to December 31, 2015.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Bronx Community College (BCC) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 1, 2016, setting forth findings and the following required corrective actions:

1. Include, or attach as addenda to the EEO Policy, current contact information for the federal, state and local agencies that enforce laws against discrimination.
2. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.
3. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
4. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with CUNY Central Civil Service Unit if applicable.) Then advertise in minority- or female oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons

and to develop and hire interested and qualified candidates.

5. Use and maintain an applicant/candidate log or tracking system which, in addition to the above, includes the ethnicity, gender, disability or veteran status, of each applicant, and recruitment source.
6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
7. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the BCC submitted its response to the EEPC's Preliminary Determination letter, on July 15, 2016, with documentation of its actions to rectify required corrective action #7, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on July 22, 2016, which agreed and accepted documentation for implementation of the aforementioned corrective actions, with corrective actions #1 - 6, remaining;

Whereas, the BCC submitted its response to the EEPC's final determination letter, on August 12, 2016, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the remaining corrective actions from August 2016 through January 2017 with no extension of the monitoring period;

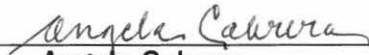
Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the BCC submitted a copy of the agency head's memorandum to staff dated February 15, 2017 which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

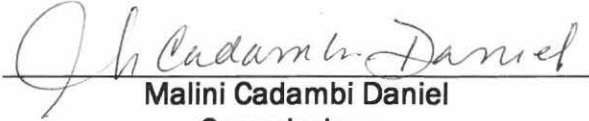
Be It Resolved, that the BCC has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward a Determination of Compliance to the Dr. Thomas A. Isekenegbe, President of the Bronx Community College.

Approved unanimously on February 16, 2017.



Angela Cabrera
Commissioner



Malini Cadambi Daniel
Commissioner



Arva Rice
Commissioner

Abstained

Elaine S. Reiss, Esq.
Commissioner

MEMORANDUM

To: All Students, Faculty and Staff

From: Dr. Thomas A. Isekenegbe
President

Date: February 15, 2017

Re: Equal Employment Opportunity at Bronx Community College

Bronx Community College is committed to preventing employment discrimination by ensuring that all employees are aware of their rights and obligations under the University Policy on Equal Opportunity and Non-Discrimination, by maintaining fair employment practices for all of our employees, and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

Although I am pleased with our accomplishments, I would like to remind you the college community about the following EEO requirements:

1. Managers and supervisors must conduct documented meetings with staff, at least once a year, to reaffirm their commitment to the University Policy on Equal Opportunity and Non-Discrimination and to reaffirm the right for employees to file complaints with the Chief Diversity Officer.
2. All managers and supervisors involved in conducting employment interviews must review the University Search Committee Guide. A copy of the University Search Committee Guide can be found at:
http://www.cuny.edu/about/administration/offices/ohrm/diversity/Recruitment/CUNYSearchCommitteeGuide1.2_04072014.pdf.

All structured interviewing materials are prepared and made available by the Office of Affirmative Action, Compliance and Diversity.

3. Ms. Shelley Levy, Director of Human Resources, is familiar with the University's employment opportunities, and is the College's Career Counselor, and will provide career counseling to employees who request it. The Office of Human Resources is located in South Hall, Room 104. You are welcomed to contact Ms. Levy or a designated representative of the Office of Human Resources at (718) 289-5119. Employees who are interested in receiving career counseling should make an appointment.

I encourage everyone to access the employment resources available within Bronx Community College and to address any concerns you have with any known or perceived unfair employment practices and/or treatment with Mrs. Jesenia Minier-Delgado, Chief Diversity Officer at (718) 289-5100, x3494.