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OFFICE OF THE PRESIDENT

**September 2009**

**TO: The Baruch College Community**

**FROM: President Stan Altman**

**RE: Affirmative Action and Equal Employment Opportunity**

I am pleased to take this opportunity to affirm my personal commitment and that of the College to a strong policy of equal opportunity and to a strong affirmative action program. The responsibility for equal employment opportunity and affirmative action ultimately lies with the President, but that responsibility is shared by others in the College's organizational structure. Administrators, faculty members, and supervisors must adhere to these policies and practices as they deal with employment and affirmative action issues. All members of the College community share in the responsibility for carrying out the College's commitment to equal opportunity and affirmative action, and I ask all of you to join with me and the Affirmative Action Committee to ensure the success of our efforts. Following, you will find Baruch College's official policy statement regarding affirmative action and equal employment opportunity. Although an abbreviated version appears in all College publications, I believe it is valuable to read through the entire policy occasionally, to help keep the goals clearly visible throughout the College's activities. Progress requires cooperative, positive actions by all of us to prevent discrimination, whether intentional or not, in College employment, student enrollment, and student services. A quick overview of the key people and policies should help to make everyone better acquainted with this important college-wide endeavor.

Ms. Carmen Pedrogo is the College's Affirmative Action Officer. The Affirmative Action Officer directs the Affirmative Action Office and is responsible for overseeing the collection and analysis of data, monitoring and reviewing affirmative action policy, compliance and/or procedures, submitting written reports to the President and other College officials, providing counseling and information on affirmative action issues, serving as liaison between the College community and campus interest groups, and working with deans, chairs, and directors of administrative units in the development of innovative recruitment efforts. As Affirmative Action Officer she sits on the CUNY Council of Affirmative Action Officers and serves as liaison to the University Office of Workforce Compliance and Equity Management/Office of the Vice Chancellor for Human Resources Management. Her telephone number is 646-312-4542. The

Affirmative Action Office is located at 55 Lexington Avenue (Newman Vertical Campus), 5th Floor, Room 205.

The Office prepares the College's annual affirmative action plan, which is available there for review between the hours of 9:00 a.m. and 5:00 p.m. Copies of the plan are also available in the Library and in the Office of Human Resources.

Ms. Pedrogo also chairs the Baruch College Affirmative Action Committee. She schedules meetings of the affirmative action committee, prepares the agenda, keeps the Committee abreast of affirmative action issues, reviews reports with the Committee; advises the Committee on the status of searches, and reports to the President the Committee's concerns and progress relating to affirmative action. The members of the College Affirmative Action Committee are as follows:

Professor Albert Croker (Department of Statistics and CIS)

Ms. Michele Epstein (Baruch Computing and Technology Center)

Mr. Alan Evelyn (Sponsored Programs and Research)

Ms. Kenya Lee (Office of the President)

Dean Myung-Soo Lee (Zicklin School of Business, Office of the Dean)

Ms. Carmen Pedrogo (Office of Affirmative Action)

Professor Glenn Petersen (Department of Sociology and Anthropology)

Ms. Elizabeth Robinson (Office of Human Resources)

Mr. Jorge Sanchez (Office of the Assistant Vice President for Budget and Planning)

Ms. Carmen Vasquez (Office of the Provost and Vice President for Academic Affairs)

Ms. Beverley Warner (Zicklin School of Business, Office of the Dean)

Ms. Barbara Wells (Weissman School of Arts and Sciences, Office of the Dean)

The Affirmative Action Committee plans activities designed to educate the campus community about affirmative action. Activities include workshops, seminars, and lectures, and other innovative outreach activities to further the spirit of affirmative action. The Affirmative Action Committee, with the support of

the President, also continues to sponsor its annual luncheon honoring Baruch College's Veterans, both full- and part-time employees, and student veterans. The Affirmative Action Committee reviews policies and procedures pertaining to affirmative action, equal opportunity, and non-discrimination; monitors and advises on search and screen procedures; and develops and monitors the College's progress and diligence in pursuing goals set forth in the Affirmative Action Plan. Members of the Affirmative Action Committee also serve on Higher Education Officer Series searches, as well as on Executive Compensation Plan (ECP) searches. I hope you will all join me in thanking our busy colleagues for their willingness to help the College in this way.

## **STATEMENT AND NOTIFICATION OF BARUCH COLLEGE POLICY**

It is the policy of Baruch College and of the Board of Trustees of The City University of New York to recruit, employ, retain, promote, tenure and provide benefits to qualified employees and to admit and provide services for qualified 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.

Baruch College adheres to federal, state, and city laws and regulations regarding nondiscrimination 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 the Federal Executive Order—Blacks, Hispanics, Asians/Pacific Islander, American Indians/Alaska Natives, and Women—were expanded for CUNY in 1976 by Chancellor Robert E. Kibbee (and reaffirmed in 1986 by Chancellor Joseph S. Murphy) to include Italian-Americans. The above categories were revised in 2006 as follows: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islander. Women continue to be a protected class, as are Italian-Americans for The City University. Baruch College has exercised and will continue to exercise affirmative action for the protected classes.

Inquiries concerning the application of federal laws and regulations, among others, and of the University and College policies, should be directed to the College's Affirmative Action Officer.

## **RESOURCES AT BARUCH**

Ms. Carmen Pedrogo, Affirmative Action Officer; Sexual Harassment Coordinator; Newman Vertical Campus, 55 Lexington Avenue, Room 5-205; 646-312-4542

Dean John R. Dugan Jr., Coordinator for Title IX, which prohibits discrimination in federally assisted education programs; Section 504 Coordinator for the Disabled (Section 504/ADA grievance procedures can be found in his office); Newman Vertical Campus, 55 Lexington Avenue, Room 4-230; 646-312-3320

Ms. Barbara Sirois, Coordinator for the Office of Services for Students with Disabilities; Newman Vertical Campus, 55 Lexington Avenue, Room 2-270; 646-312-4590

Professor Mindy Engle-Friedman, Ombudsperson, Newman Vertical Campus, 55 Lexington Avenue, Room 7-240; 646-312-3815