

**CT STATE COLLEGES AND UNIVERSITIES
SYSTEM OFFICE
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: MARCH 1, 2020 – FEBRUARY 28, 2022**

Overall Status of the Affirmative Action/Equal Employment Opportunity Program

The CT State Colleges and Universities System Office remains committed to a policy of affirmative action, equal employment opportunity, diversity, inclusion, and equity in the workplace. All three campus affirmative action plans were in compliance with the regulations and approved by the Commission on Human Rights and Opportunities. The System Office has submitted their plan which covers the reporting period March 1, 2020 – February 28, 2022 and details our efforts, goals, responsibilities and establishes our new hiring, promotional and programmatic goals for 2022-2024.

The Affirmative Action Plan is available on the Ct.Edu website. Paper copies are available upon request. As a public document, the Plan was (and remains) available for review by employees, and the general public throughout the entire reporting period. The respective unions were encouraged to review the last AA Plan and direct any comments in writing to the Equal Employment Opportunity Officer. During the past reporting period, no comments were received.

The CSCU is committed to ensuring that the workforce is in parity with the relevant labor market areas, demonstrating good faith efforts to achieving hiring, promotion and program goals, and addressing all deficiencies, omissions and errors as noted by the Commission on Human Rights and Opportunities (CHRO).

Affirmative Action, Equal Employment Opportunity, Diversity and Equity Responsibilities

The region strives to be in compliance with the CT Commission on Human Rights and Opportunities (CHRO), Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights (OCR) mandatory requirements and related laws, statutes and regulations.

The Connecticut State Colleges and Universities (CSCU) and the CT State Community College System has a responsibility for compliance with affirmative action, equal employment opportunity, diversity, inclusion and equity, Americans with Disabilities Act (ADA) and Title IX mandates and to set an example for the entire CSCU system to embrace these initiatives.

Affirmative Action Plan (AAP) Requirements

The CT Affirmative Action Regulations require that the ultimate responsibility for promoting and enforcing affirmative action rests with the Appointing Authority or Agency Head.

The CSCU System Office is required to file a biennial Affirmative Action Plan for the current reporting period that covers the timeframe covering March 1, 2020 – February 28, 2022. CHRO reviews the AAP by the Regulations “Standard of Review” and by enforcing affirmative action and equal employment opportunity compliance.

The AAP has seventeen (17) narrative and statistical elements that analyze different parts of the employment process at each stage of the hiring & selection process. Some parts of the AAP required by CT Regulations include:

- Analyzing all personnel activity including all hiring, promotions, upward mobility opportunities and separations in the workforce;

- Reviewing the employment process to identify barriers to affirmative action, equal employment opportunity, diversity, inclusion and equity;
- Tracking all applicants through the entire employment process to identify the step at which they are no longer considered for the position;
- Setting hiring and promotional goals by comparing the workforce with similar job categories in the available census, labor, educational and other sources of data;

The most critical part of the AA Plan is the Goals Analysis narrative section. The CT CHRO Regulations require this section to be complete and detailed about every applicant that applies for every position during the reporting period. This section is difficult to develop and requires that each search committee is responsible for providing documentation and detailed reasons for selection or non-selection of every applicant.

Agencies must demonstrate “good-faith efforts” when hiring non-goal candidates. Good faith efforts definition means the degree, care and diligence which a reasonable person would exercise in the performance of legal duties and obligations. At a minimum this includes all those efforts reasonable to achieve the full and fair compliance. It includes efforts toward full statutory and regulation requirements.

Summary of the 2020 Affirmative Action Plan Achievements:

2020-2022 Goal Achievements

EEO Category	Goals Established	Hires	Promotions	Goal Achievement
Executive	HIRING: 3WF, 1HM, 1HF	8WM, 10WF, 1BM, 1BF, 2HM, 1HF, 1AM	2WM, 2WF	100% - The CSCU SO met all three hiring goals established.
Professional	HIRING: 2WF, 3HM, 2HF, 2AM,	8WM, 15WF, 2BM, 8BF, 3HM, 7HF, 1AF, 1TF	1WF	78% - The CSCU SO met 7 of 9 hiring goals established.
Hartford County				
Clerical	HIRES: 1WM, 1BM, 1HF	1WM, 5WF, 1BM, 1BF, 3HF	None	100% - The CSCU SO met all three hiring goals established.
Paraprofessionals	HIRES: 1BF	3WM, 3WF, 2BF, 1AM, 1AF, 1TM	None	100% - The CSCU SO met the one hiring goal established.
Program Goals				
Program Goals	1 Established			1 out of 1 or 100%

Summary of the 2022 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period March 1, 2022 – February 28, 2024 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – Regional AA Plan Goals

Executive/Administrative/Managerial	Hiring: 1HF, 1AM, 1AF Promotional: None
Professional	Hiring: 4WM, 1HM, 3AM, 1TM, 1TF Promotional: None

Hartford County Labor Market Area

Secretarial Clerical	Hiring: 3WF, 1AF Promotional: None
Technical Paraprofessional	Hiring: 6WF, 1HM Promotional: None

PROGRAM GOALS:

While the CSCC's North-West Region has not identified any barriers in any of the employment processes within the Identification of Problem Areas element, the Region sets the goals below to enhance its efforts to ensure affirmative action and equal employment opportunity compliance.

1. Develop training programs for managerial and supervisory employees that focus on the following: Bias in the Hiring Process; Implicit Bias/Microaggressions, Being Equity Minded, Managing a Diverse Workforce.

Responsible: EEO Center of Excellence, Talent/Recruitment Center of Excellence, and Diversity/Equity and Inclusion.

Completion Date: February 28, 2024

2. Enhance the recruitment and selection process to incorporate additional steps/trainings to minimize the impact of bias in this process.

Responsible: EEO Center of Excellence, Talent/Recruitment Center of Excellence, and Diversity/Equity and Inclusion.

Completion Date: February 28, 2024

3. Enhance recruitment efforts to reach underrepresented groups to increase the diversity of our applicant pools.

Responsible: EEO Center of Excellence, Talent/Recruitment Center of Excellence, and Diversity/Equity and Inclusion.

Completion Date: February 28, 2024