

**CT STATE COMMUNITY COLLEGE
CAPITAL-EAST REGION
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: July 1, 2020 – June 30, 2021**

Overall Status of the Affirmative Action/Equal Employment Opportunity Program

The CSCC Capital-East Region remains committed to a policy of affirmative action, equal employment opportunity, diversity, inclusion, and equity in the workplace. All campus affirmative action plans were in compliance with the regulations and approved by the Commission on Human Rights and Opportunities. The Capital-East Region has just submitted the first CSCC regional plan which covers the reporting period July 1, 2020 through June 30, 2021 and details our efforts, goals, responsibilities and establishes our new hiring, promotional and programmatic goals for 2021-2022.

Copies of the Affirmative Action Plan are available in the Human Resources Offices, the Regional President's Office, and the CSCU website. 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 Human Resources Director/Equal Employment Opportunity Officer. During the past reporting period, no comments were received.

As this is a new AA Plan, there is no report on prior goals or hires/promotions. Future executive summaries will include an analysis of numeric goals set compared to numeric goals achieved.

The Capital-East Region is committed to ensuring that the workforce is in parity with the relevant labor market area, 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 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 Capital East Region is required to file an annual Affirmative Action Plan for the current reporting period that covers the timeframe covering July 1, 2020 through June 30, 2021. 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 be responsible for providing documentation and detailed reasons for selection or non-selection of every applicant.

Agencies demonstrate every “good-faith efforts” to achieve hiring, promotional and programmatic goals. Good faith efforts is defined as the degree, care and diligence, which a reasonable person would exercise in the performance of legal duties and obligations. At a minimum, it includes all those efforts reasonably exhausted to achieve the full and fair participation of all applicants in the search process and employees in all employment processes within the region. It includes efforts toward full statutory and regulation requirements.

Summary of the 2021 Affirmative Action Plan Achievements:

As this is the first regional plan, there is no data to report on goals established versus goals achieved.

Summary of the 2021-2021 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period July 1, 2021 – June 30, 2022 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – Regional AA Plan Goals

Executive/Administrative/Managerial	HIRES: 4WM, 1HF, 1AM*, 1AF
Professor	PROMOTIONS: 24WF, 4HF
Associate Professor	PROMOTIONS: 1BM, 3HM, 5AM, 7AF
Assistant Professor	HIRES: 1WM, 2BM, 1BF, 1HF PROMOTIONS: 1WF
Instructor	HIRES: 1WM
Professional Non-Faculty	HIRES: 4WF, 2HM, 3AM PROMOTIONS: 1WF

*Asian, American Indian, Alaska Native, Hawaiian Native, Pacific Islander

Hartford County Labor Market Area

Administrative/Clerical	HIRES: 1WM, 3WF, 1BM
Technical/Paraprofessional	HIRES: 1WM, 2WF, 1AF
Skilled Craft Workers	HIRES: 1WM
Protective Services Workers	HIRES: 1WF, 1BF
Service Maintenance	HIRES: 2WM, 1WF, 2BF, 1 HF

Middlesex County Labor Market Area

Administrative/Clerical	HIRES: 2WF
Technical/Paraprofessional	HIRES: 1WF
Service Maintenance	HIRES: 1WF

New London County Labor Market Area

Administrative/Clerical	HIRES: 1WF, 1HF
Technical/Paraprofessional	HIRES: 1WM
Service Maintenance	HIRES: 1BM, 1HM, 1HF, 1AM

Windham County Labor Market Area

Administrative/Clerical	NONE
Technical/Paraprofessional	HIRES: 1WM, 1HF

PROGRAM GOALS:

While the CSCC's Capital-East 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.

2021 – 2022 PROGRAM GOALS

While the CSCC's Capital-East 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. As part of the regionalization and the establishment of the CT State Community College (CSCC) System, the CSCC Capital-East Region sets a goal to establish the practice of including a search committee member from another campus in the Region. This will establish a regional approach to the recruitment and selection process and provide for additional perspectives to advance our recruitment efforts. To that end, the Region, will establish a process for search committees that adds at least one member from another campus within the Region to participate on search committees for faculty positions and professional positions with a classification of CCP19 or higher. As part of this process, efforts must be made and documented to include a member from another campus (on CCP19 and above and Faculty searches) but a search may move forward if the campus is unable to secure a volunteer within 5 days and with the approval of the EEO Officer.

Responsible person: Theresa Eisenbach, Director of Talent and Recruitment; Kimberly Carolina, Manager of EEO; and Regional President and Campus CEOs/President.

Timeframe: Completion by June 30, 2022.

2. The Region establishes a goal to develop strategies to create diverse pipelines for future part-time (PT) lecturers (credit and non-credit). As a major pipeline to fill full-time faculty positions, the Region recognizes the importance in adding racial and gender diversity to this pool. To that end, the Region will explore options for recruitment strategies to broaden our pools for PT lecturers. Additionally, the Region shall consider the feasibility of developing training (e.g., offered through continuing education) and or educational programs specific to teaching in higher education (e.g., creating a certificate program for building a college course curriculum and teaching at the collegiate level.)

Responsible person: Academic Deans and Workforce Development Deans/Directors; Campus CEOs/ President; Manager of Equal Employment Opportunity; Theresa Eisenbach, Director of Talent and Recruitment; and Regional President.

Timeframe: Completion by June 30, 2022.

3. The Region establishes a goal to determine the feasibility and necessity of creating a regional Employee Advisory Committee/Diversity Committee. If established, the Region will develop mechanisms for membership, organizational structure, and purpose.

Responsible person: Director of EEO, Manager of EEO, Regional President and Regional Leadership.

Timeframe: Completion by June 30, 2022.