

**CT STATE COMMUNITY COLLEGE
NORTH-WEST REGION
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: February 1, 2020 – January 31, 2021**

Overall Status of the Affirmative Action/Equal Employment Opportunity Program

The CSCC North-West Region remains committed to a policy of affirmative action, equal employment opportunity, diversity, inclusion, and equity in the workplace. All 2020 affirmative action plans were in compliance with the regulations and approved by the Commission on Human Rights and Opportunities. The North-West Region has just submitted the first CSCC regional plan which covers the reporting period February 1, 2020 through January 31, 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 websites of each campus as appropriate. 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 North-West 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 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 North-West Region is required to file an annual Affirmative Action Plan for the current reporting period that covers the timeframe covering February 1, 2020 through January 31, 2021. CHRO reviews the AAP by the Regulations "Standard of Review" and by enforcing affirmative action and equal employment opportunity compliance.

The AAP has sixteen (16) 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 February 1, 2021 – January 31, 2022 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – Regional AA Plan Goals

Executive/Administrative/Managerial	HIRES: 2WM, 1BM, 1BF
Professor	PROMOTIONS: 9WM, 5BF, 2HM, 5HF
Associate Professor	PROMOTIONS: 2WF, 3BM, 1HM
Assistant Professor	HIRES: 1AM* PROMOTIONS: 1AF
Instructor	HIRES: 3WM, 1HF
Professional Non-Faculty	HIRES: 4BM, 2BF, 2HM, 4HF, 1AM, 3AF

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

Hartford County Labor Market Area

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

Litchfield County Labor Market Area

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

New Haven County Labor Market Area

Administrative/Clerical	HIRES: 9WF, 1HM, 1AF
Technical/Paraprofessional	HIRES: 1HF PROMOTIONS: 1WF
Skilled Craft Workers	HIRES: 1BM, 1HM
Protective Services	HIRES: 1BF, 1HF
Service Maintenance	HIRES: 1WF, 2BM, 1BF, 2HM, 1AM

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.

Section 46a-68-88: PROGRAM GOALS

2021 – 2022 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. As part of the regionalization and the establishment of the CT State Community College (CSCC) System, the CSCC North-West 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 provides 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, Nicholas D'Agostino, Director of Equal Employment Opportunity, and Dr. James Lombella, Regional President, and Campus CEOs.

Timeframe: Completion by January 31, 2022.

2. The region establishes a goal to develop a recruitment strategy to diversify the part-time lecturer (credit and non-credit) availability pool. As a major pipeline to fill full-time faculty positions, the region recognizes the importance in adding racial and gender diversity to this pool.

Responsible person: Theresa Eisenbach, Director of Talent and Recruitment, Nicholas

D'Agostino, Director of EEO, Dr. James Lombella, Regional President, Campus CEO's, and Campus Academic Deans.

Timeframe: Completion by January 31, 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, Regional President and Campus CEO's.

Timeframe: Completion by January 31, 2022.

4. The region establishes a goal to work with the CHRO and AA Plan Reviewer to determine the feasibility of combining all faculty rank titles into one faculty title for the establishment of numeric goals. The region believes that such a change will more effectively establish numeric goals that reflect the actual available workforce for this job category.

Responsible person: Director of Equal Employment Opportunity, Neva Vigezzi, CHRO Supervisor/Reviewer, and CHRO leadership.

Timeframe: Completion by January 31, 2022.

5. The region establishes a goal to work with the CHRO and AA Plan Reviewer to pursue the use of the most current (2015 Community Survey Employment Data), e.g., 2010 census employment data, in place of the 2000 census employment data. Such a change would result in a more reflective parity goal and establish goals reflective of today's workforce data.

Responsible person: Director of EEO, EEO Center of Excellence, Neva Vigezzi, CHRO supervisor/reviewer, and CHRO leadership.

Timeframe: Completion by January 31, 2022