

**CT STATE COMMUNITY COLLEGE
SHORELINE WEST REGION
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

Overall Status of the Affirmative Action/Equal Employment Opportunity Program

The CSCC Shoreline West Region 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 Shoreline West Region has just submitted the CSCC regional plan which covers the reporting period October 1, 2020 – September 30, 2021 and details our efforts, goals, and responsibilities, and establishes our new hiring, promotional and programmatic goals for 2021-2022.

Copies of the Affirmative Action Plan is available in both paper and electronic form. Copies can be made available through the Human Resources Office, the Regional President's Office, and can be downloaded from 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.

The Shoreline 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 Shoreline West Region is required to file an annual Affirmative Action Plan for the current reporting period that covers the timeframe covering October 1, 2020 – September 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 is responsible for providing documentation and detailed reasons for selection or non-selection of every applicant.

The standard that agencies must show “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 it includes all those efforts reasonably to achieve the full and fair compliance. It includes efforts toward full statutory and regulation requirements.

Summary of the 2020-2021 Affirmative Action Plan Achievements:

2020-2021 Goal Achievements

EEO Category	Goals Established	Hires	Promotions	Goal Achievement
Executive	H: 3WM, 2WF, 1HM, 1HF, 1AF P: None	1WF, 1BF	Zero	1 out of 2 or 50%
Professor	H: None P: 15BM, 1BF, 4HM	Zero	3WM, 2WF	0 out of 5 or 0%
Associate Professor	H: None P: 5BF, 1HF, 2AM, 2AF	Zero	4WM, 3WF, 4BF	4 out of 11 or 36%
Assistant Professor	H: 3WF, 2BF, 1HF, 1AM P: None	1HF	3WM, 5WF, 2BM.	4 out of 10 or 40% 3 of 10 promotions met WF goals set as hiring goals.
Instructor	H: 3WF, 2BF, 1HF, 1AM P: None	1BF, 1AF, 1TM	Zero	1 out of 3 or 33%
Professional	H: 10WM, 10WF, 2HM, 2AM	2WM, 10WF, 4BM, 3BF, 3HF, 1AF	1WM	13 out of 24 or 54%

Fairfield County				
Clerical	H: 1WM, 5WF, 1HM, 1AF P: None	Zero	Zero	N/A
Paraprofessionals	H: 1WM, 3WF, 1BM P: 2WF	1WF	Zero	1 out of 1 or 100%
Skilled Craft	H: 1HM P: None	1WM	Zero	0 out of 1 or 0%
Protective Services	H: 1WM, 1WF, 1BM P: None	Zero	Zero	N/A
Service Maintenance	H: 2WF, 1BF, 2HF P: None	1BM	Zero	0 out of 1 or 0%
New Haven County				
Clerical	H: 7WF, 1BM, 1HM P: None	1WF	Zero	1 out of 1 or 100%
Paraprofessionals	H: 1WM, 1WF P: 1WF	Zero	Zero	N/A
Skilled Craft	H: None P: None	Zero	Zero	N/A
Protective Services	H: 1BM P: None	Zero	Zero	N/A
Service Maintenance	H: 1WM, 3WF, 1BF, 2HF, 1AF P: None	Zero	Zero	N/A
Program Goals				
Program Goals	6 Established			6 out of 6 or 100%

Summary of the 2021-2022 Affirmative Action Goals and Objectives

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

Statewide/National – AA Plan Goals

Executive/Administrative/Managerial	H: 3WM, 1WF, 1HF, 1AF P: 1WM, 1WF
Professor	H: None P: 12BM, 16BF, 4HM
Associate Professor	H: None P: 2HF, 2AM, 2AF
Assistant Professor	H: 3WM, 2HM, 1AF, 2TM P: 3WM, 1HM
Instructor	H: 5WF, 1HF, 1AM P: None
Professional – Guided Pathways Advisor 1	H: 1WM, 5WF, 1TF P: None
Professional – All Other Titles	H: 7WM, 8WF, 4HM, 1AM, 1TM, 2TF P: None

Fairfield County Labor Market Area – AA Plan Goals

Technical Paraprofessional	H: 2WM, 2WF, 1BM, 1AM P: 1WF
Secretarial Clerical	H: 1WM, 3WF, 1HM P: None
Skilled Craft Workers	H: 1HM P: None
Protective Services	H: 2WM, 1WF, 1BM P: None
Service Maintenance	H: 1WF, 1BF, 1HM, 2HF, 1TF P: None

New Haven County Labor Market Area – AA Plan Goals

Technical Paraprofessional	H: 1WM, 1HM P: 1WF
Secretarial Clerical	H: 3WF, 1BM, 1HM, 1AF P: None
Skilled Craft Workers	H: None P: None
Protective Services	H: None P: None
Service Maintenance	H: 2WF, 1BF, 2HF, 1TF P: None

PROGRAM GOALS:

While the CSCC's Shoreline 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. The region sets a goal strengthen the search and selection process to ensure equity, AA, and EEO compliance are foundational to every search. Such efforts may include, but are not limited to, adding a 30-minute Bias in the Interview training for all search committee members; establishing pause points in the search process to ensure applicant pool reflects the availability pool, and the interview pool reflects the applicant pool; working within the CSCU system to identify additional local, state, and national recruitment sources focused on diversity (e.g., Latinosinhighered.com), etc.

Responsible persons: Regional President, Regional Leadership, Deans, Recruitment and Talent Center of Excellence, EEO Center of Excellence, and the CSCU Diversity, Equity and Inclusion Team.

Timeframe: Completion by September 30, 2022.

2. The region will establish the framework, charge and expectations of an Employee Advisory Committee. The expectation is that a call for nominations or volunteers to occur prior to the fall 2022 semester start and the inaugural meeting to take place in fall 2022.

Responsible persons: Equal Employment Opportunity Officer, Campus CEO's, Regional President, Regional Leadership team; HR Recruitment and Talent Center of Excellence, and Dr. Thomas Coley, Regional President.

Timeframe: Completion by September 30, 2022.

3. The region will pilot an emerging program to have equity auditors evaluate the search and selection process. The Region will identify at least 3 searches where this program can be piloted. The role of the Equity Auditor will include, but is not limited to, ensuring diversity exists in all phases (e.g., applicants, interviews, finalists) of the search process, monitor the search process to avoid common biases, and to ensure compliance with EEO/AA regulations/laws.

Responsible persons: Regional President, Regional Leadership, Recruitment and Talent Center of Excellence, EEO Center of Excellence, and the CSCU Diversity, Equity and Inclusion Team.

Timeframe: Completion by September 30, 2022