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 first CSCC regional plan which covers the reporting period October 1, 2019 – September 30, 2020 and details our efforts, goals, responsibilities and establishes our new hiring, promotional and programmatic goals for 2020-2021.

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 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 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 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 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period October 1, 2020 – September 30, 2021 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – Regional AA Plan Goals

<table>
<thead>
<tr>
<th></th>
<th>HIRES: 3WM, 2WF, 1HM, 1HF, 1AF*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive/Administrative/Managerial</td>
<td>PROMOTIONS: 15BM, 1BF, 4HM</td>
</tr>
<tr>
<td>Professor</td>
<td>PROMOTIONS: 5BF, 1HF, 2AM, 2AF</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>PROMOTIONS: 2WM</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>HIRES: 2WM, 2BM, 2HM, 1HF</td>
</tr>
<tr>
<td></td>
<td>PROMOTIONS: 2WM</td>
</tr>
<tr>
<td>Instructor</td>
<td>HIRES: 3WF, 2BF, 1HF, 1AM</td>
</tr>
<tr>
<td>Professional Non-Faculty</td>
<td>HIRES: 10WM, 10WF, 2HM, 2AM</td>
</tr>
</tbody>
</table>

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

New Haven County Labor Market Area

<table>
<thead>
<tr>
<th></th>
<th>HIRES: 7WF, 1BM, 1HM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Clerical</td>
<td>HIRES: 1WM, 1WF</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>PROMOTIONS: 1WF</td>
</tr>
<tr>
<td>Skilled Craft Workers</td>
<td>None</td>
</tr>
<tr>
<td>Service Maintenance</td>
<td>HIRES: 1WM, 3WF, 1BF, 2HF, 1AF</td>
</tr>
<tr>
<td>Protective Services</td>
<td>HIRES: 1BM</td>
</tr>
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</table>

Fairfield County Labor Market Area

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<tr>
<th></th>
<th>HIRES: 1WM, 5WF, 1HM, 1AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative/Clerical</td>
<td>HIRES: 1WM, 3WF, 1BM</td>
</tr>
<tr>
<td>Technical/Paraprofessional</td>
<td>PROMOTIONS: 2WF</td>
</tr>
</tbody>
</table>
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. As part of the regionalization and the establishment of the CT State Community College (CSCC) System, the CSCC Shoreline West Region sets a goal to establish a procedure to add at least one member from another campus within the region to participate on search committees. This will establish a regional approach to the recruitment and selection process and provides for additional perspectives to advance our recruitment efforts. This will be piloted during the reporting period in one or more discipline e.g., Nursing/Health, Business, Criminal Justice, and evaluated for future use.

   Responsible person: Theresa Eisenbach, Director of Talent and Recruitment, Nicholas D’Agostino, Manager of Diversity and Inclusion, and Dr. Thomas Coley, Regional President.

   Timeframe: Completion by September 30, 2021.

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, Manager of Diversity and Inclusion, Dr. Thomas Coley, Regional President and Academic Deans.

   Timeframe: Completion by September 30, 2021.

3. To ensure all supervisory staff are versed in relevant policies (including EEO/AA and non-discrimination), procedures and collective bargaining agreements, the region sets a goal to develop a multifaceted supervisory training program. This training will focus on the following topics, including but not limited to: supervising a diverse staff, handling complaints versus grievances, performance evaluations, job-coaching, building leadership.

   Responsible person: Staff from Labor Relations and Diversity and Inclusion Centers of Excellence, and Regional Leadership.

   Timeframe: Completion by September 30, 2021.

4. 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: Equal Employment Opportunity Officer, Campus CEO’s, Regional President.

   Timeframe: Completion by September 30, 2021.

5. 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: Manager of Diversity and Inclusion, Neva Vigezzi, CHRO Supervisor/Reviewer, and CHRO leadership.

Timeframe: Completion by September 30, 2021.

6. 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: Manager of Diversity and Inclusion, Diversity and Inclusion Center of Excellence, Neva Vigezzi, CHRO supervisor/reviewer, and CHRO leadership.

Timeframe: Completion by September 30, 2021.