

**CT STATE COMMUNITY COLLEGE
CAPITAL-EAST REGION
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: July 1, 2021 – June 30, 2022**

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, 2021 through June 30, 2022 and details our efforts, goals, responsibilities and establishes our new hiring, promotional and programmatic goals for 2022-2023.

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, 2021 through June 30, 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 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.

Capital East Region Total Workforce:

WORKFORCE ANALYSIS
TOTAL WORKFORCE

Form 83A

AGENCY: [CSCC Capital East Region](#)

REPORTING DATE: [June 30, 2022](#)

OCCUPATIONAL CATEGORY/ JOB TITLE	GRAND Total	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP		TWO or MORE	
		M	F	M	F	M	F	M	F	M	F	M	F
Executive/Managerial	27	13	14	10	12	2	2	1	0	0	0	0	0
%TOTAL	100.0%	48.1%	51.9%	37.0%	44.4%	7.4%	7.4%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Faculty	267	108	159	79	127	14	12	7	10	8	9	0	1
%TOTAL	100.0%	40.4%	59.6%	29.6%	47.6%	5.2%	4.5%	2.6%	3.7%	3.0%	3.4%	0.0%	0.4%
Professional	222	71	151	46	91	16	20	6	30	3	10	0	0
%TOTAL	100.0%	32.0%	68.0%	20.7%	41.0%	7.2%	9.0%	2.7%	13.5%	1.4%	4.5%	0.0%	0.0%
Tech/Paraprofessional	9	0	9	0	3	0	3	0	3	0	0	0	0
%TOTAL	100.0%	0.0%	100.0%	0.0%	33.3%	0.0%	33.3%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%
Secretarial/Clerical	23	1	22	1	13	0	3	0	5	0	1	0	0
%TOTAL	100.0%	4.3%	95.7%	4.3%	56.5%	0.0%	13.0%	0.0%	21.7%	0.0%	4.3%	0.0%	0.0%
Skilled Craft	2	2	0	1	0	1	0	0	0	0	0	0	0
%TOTAL	100.0%	100.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	48	38	10	22	8	6	0	8	2	2	0	0	0
%TOTAL	100.0%	79.2%	20.8%	45.8%	16.7%	12.5%	0.0%	16.7%	4.2%	4.2%	0.0%	0.0%	0.0%
Protective Service	12	10	2	6	1	2	0	2	1	0	0	0	0
%TOTAL	100.0%	83.3%	16.7%	50.0%	8.3%	16.7%	0.0%	16.7%	8.3%	0.0%	0.0%	0.0%	0.0%
TOTAL	610	243	367	165	255	41	40	24	51	13	20	0	1
%TOTAL	100.0%	39.8%	60.2%	27.0%	41.8%	6.7%	6.6%	3.9%	8.4%	2.1%	3.3%	0.0%	0.2%

Summary of the 2022 Affirmative Action Plan Achievements:

2020-2021 Goal Achievements

EEO Category	Goals Established	Hires	Promotions	Goal Achievement
Executive	H: 4WM, 1HF, 1AM, 1AF P: None	3WM, 1HM	1WM	4 out of 5 hires and promotions or 80%
Professor	H: None P: 24WF, 4HF	Zero	1WM, 9WF,	9 out of 10 promotions or 90%
Associate Professor	H: None P: 1BM, 3HM, 5AM, 7AF	Zero	2WM, 3WF, 1AM, 2AF	3 out of 8 hires or 37.5%
Assistant Professor	H: 1WM, 2BM, 1BF, 1HF P: 1WF	9WF, 2BF, 3HF	1WF, 1BM	2 out of 5 hires or 40% 1 of 2 promotions or 50%
Instructor	H: 1WM P: None	3WM, 7WF, 3BM, 1BF, 2HF, 1AF, 1TF	Zero	1 out of 1 goal or 100%
Professional	H: 4BM, 2BF, 2HM, 4HF, 1AM, 3AF	11WM, 32WF, 7BM, 7BF, 3HM, 16HF, 3AF	Zero	15 out of 16 hiring goals or 94%
Hartford County				
Clerical	H: 1WM, 3WF, 1BM P: None	Zero	Zero	N/A
Paraprofessionals	H: 1WM, 2WF, 1AF P: None	Zero	Zero	N/A
Skilled Craft	H: 1WM P: None	1WM	Zero	1 out of 1 goal or 100%
Protective Services	H: 1WF, 1BF P: None	1WM	Zero	0 out of 1 or 0%
Service Maintenance	H: 3WM, 1WF, 2BF, 1HF P: None	2WM	Zero	2 out of 2 hires or 100%

Middlesex County				
Clerical	H: 2WF P: None	Zero	Zero	N/A
Paraprofessionals	H: 1WF P: None	1WF	Zero	1 out of 1 goals or 100%
Service Maintenance	H: 1WF P: None	Zero	Zero	N/A
New London County				
Clerical	H: 1WF, 1HF P: None	1HF	Zero	1 out of 1 hires or 100%
Paraprofessionals	H: 1WM P: None	Zero	Zero	N/A
Service Maintenance	H: 1BM, 1HM, 1HF, 1AM P: None	Zero	Zero	N/A
Windham County				
Clerical	H: None P: None	Zero	Zero	N/A
Service Maintenance	H: 1WM, 1HF P: None	Zero	Zero	N/A
Program Goals				
Program Goals	3 Established			2 Achieved and 1 Partially Achieved.

Summary of the 2022-2023 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period July 1, 2022 – June 30, 2023 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – Regional AA Plan Goals

Executive/Administrative/Managerial	HIRES: 1WF, 1HF, 1AM*, 1AF
Professor	PROMOTIONS: 2WM, 3WF, 5HF, 3AF
Associate Professor	PROMOTIONS: 2BM, 2BF, 2HM, 2HF, 2AM, 1AF
Assistant Professor	HIRES: 4WM, 1BM, 1TF PROMOTIONS: 1WM
Instructor	HIRES: 4WM, 1HM, 1AM
Professional Non-Faculty	HIRES: 2WM, 6WF, 3HM, 2AM, 1TM, 2TF
Guided Pathways Advisor 1	HIRES: 3WM, 4WF, 1BF, 1HM, 1AM, 1TF

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

Hartford County Labor Market Area

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

Middlesex County Labor Market Area

Administrative/Clerical	HIRES: 1WF, 1BF
Technical/Paraprofessional	HIRES: 1WM
Service Maintenance	HIRES: 1WF

New London County Labor Market Area

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

Windham County Labor Market Area

Administrative/Clerical	NONE
Service Maintenance	HIRES: 1WM, 1HM

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. The region sets a goal to increase recruitment efforts to ensure we achieve larger and diverse applicant pools. Steps to include, but are not limited to, increased social media presence, community events, additional recruitment sources, career fairs.

Responsible persons: CEOs, Recruitment and Talent Center of Excellence.

Timeframe: Completion by June 30, 2022.

2. The region will support the CSCU System Office's goal to train all managers within the region on DEI, EEO, Civil Rights, and Managing a Diverse workforce.

Responsible persons: CEO's, HR, DEI, EEO Center of Excellence.

Timeframe: Completion by June 30, 2022.