

**CT STATE COMMUNITY COLLEGE  
NORTH-WEST REGION  
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY  
REPORTING PERIOD: February 1, 2021 – January 30, 2022**

## 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 three campus 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, 2021 – January 30, 2022 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 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, 2021 – January 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 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 2021 Affirmative Action Plan Achievements:

2020-2021 Goal Achievements

EEO Category	Goals Established	Hires	Promotions	Goal Achievement
Executive	HIRES: 2WM, 1BM, 1BF	1WM, 2WF	None	1 out of 3 or 33%
Professor	PROMOTIONS: 9WM, 5BF, 2HM, 5HF	None	7WM, 3WF, 1BF, 1HM, 1HF	10 out of 13 or 77%
Associate Professor	PROMOTIONS: 2WF, 3BM, 1HM	None	2WM, 4WF, 1BM	3 out of 7 or 43%
Assistant Professor	HIRES: 1AM* PROMOTIONS: 1AF	6WF, 1AM	3WF, 1BM	1 out of 1 or 100% 0 of 4 promotions met goals or 0%
Instructor	HIRES: 3WM, 1HF	1WM, 1WF, 1BF, 1AM	N/A	1 out of 4 or 25%
Professional	HIRES: 4BM, 2BF, 2HM, 4HF, 1AM, 3AF	3WM, 20WF, 4BM, 7BF, 2HM, 4HF, 1AM, 1AF		14 out of 16 or 88%
<b>New Haven County</b>				
Clerical	HIRES: 9WF, 1HM, 1AF	1WF	None	1 out of 1 or 100%
Paraprofessionals	HIRES: 1HF PROMOTIONS: 1WF	None	None	N/A
Skilled Craft	HIRES: 1BM, 1HM	None	None	N/A
Protective Services	HIRES: 1BF, 1HF	1WM	None	0 out of 1 or 0%
Service Maintenance	HIRES: 1WF, 2BM, 1BF, 2HM, 1AM	1WM, 1HM, 1HF, 1TM	None	1 out of 4 or 25%
<b>Hartford County</b>				
Clerical	HIRES: 1WM, 1HF	None	None	N/A
Paraprofessionals	HIRES: 1WF, 1HF, 1AF PROMOTIONS: 1WF	1WF	None	1 out of 1 of 100%
Service Maintenance	HIRES: 1BM, 1HM, 1HF	None	None	N/A

<b>Litchfield County</b>				
Clerical	HIRES: 1HF	1WF	Zero	0 out of 1 or 0%
Paraprofessionals	HIRES: 1WF	None	None	N/A
Service Maintenance	HIRES: 1WF, 1HM	None	None	N/A
<b>Program Goals</b>				
Program Goals	5 Established			5 out of 5 or 100%

### Summary of the 2022 Affirmative Action Goals and Objectives

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

### Statewide/National – Regional AA Plan Goals

Executive/Administrative/Managerial	Hiring: 1BM, 1BF, 1AM Promotional: None
Professor	Hiring: None Promotional: 2WF, 2BM, 3BF, 1HF
Associate Professor	Prom Hiring: None Promotional: 2WF, 1HM, 1AM
Assistant Professor	Hiring: 1WM, 1BF, 1AM, 1AF Promotional: 2WM
Instructor	Hiring: 2WM, 1WF, 1HF Promotional: None
Professional	Hiring: 5BF, 3HM, 1HF, 3AF, 1TM, 3TF Promotional: None
Guided Pathways Advisor 1	Hiring: 3WM, 2HF, 1AM, 1AF, 1TF Promotional: None

### New Haven County Labor Market Area

Secretarial Clerical	Hiring: 6WF, 1BM, 1AF, 1TF Promotional: None
Technical Paraprofessional	Hiring: 1HF Promotional: 1WF
Skilled Craft Workers	Hiring: 1HM Promotional: None
Protective Services	Hiring: 1BF Promotional: None
Service Maintenance	Hiring: 1WF, 1BM, 1BF, 3HM, 1HF Promotional: None

### Hartford Labor Market Area

Secretarial Clerical	Hiring: 1WM, 1HF, 1AF Promotional: None
Technical Paraprofessional	Hiring: 1HM Promotional: 1HF
Service Maintenance	Hiring: 2HM, 2HF, 1TM Promotional: None

### Litchfield Labor Market Area

Secretarial Clerical	Hiring: 1WF Promotional: None
Technical Paraprofessional	Hiring: 1WF Promotional: None
Service Maintenance	Hiring: 2WF, 1HM Promotional: None

## 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. 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](http://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 January 30, 2023
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 during 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. James Lombella, Regional President.  
Timeframe: Completion by January 30, 2023