

CONNECTICUT STATE COMMUNITY COLLEGE
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: – August 1, 2024

Overall Status of the Affirmative Action/Equal Employment Opportunity Program

The Connecticut State Community College (CT State) remains committed to a policy of affirmative action, equal employment opportunity, diversity, inclusion, and equity in the workplace. This is the first affirmative action plan submitted to the Connecticut Commission on Human Rights and Opportunities. CT State has submitted their plan which covers the reporting period August 1, 2024 and details our efforts, goals, responsibilities and establishes our new hiring, promotional and programmatic goals for 2024 -2025 plan period.

The Affirmative Action Plan is available on the CT State website. Paper copies are available upon request. As a public document, the Plan will be available for review by employees, and the general public throughout the entire reporting period. The respective unions were encouraged to review the current AA plan and direct any comments in writing to the VP of Diversity, Equity, and Inclusion.

CT State is committed to ensuring that the workforce is in parity with the relevant labor market areas, 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

CT State 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 Community College (CT State) 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.

CT State is required to file an annual Affirmative Action Plan, with the subsequent plan period to cover the timeframe covering August 1, 2024 – July 31, 2025. 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;

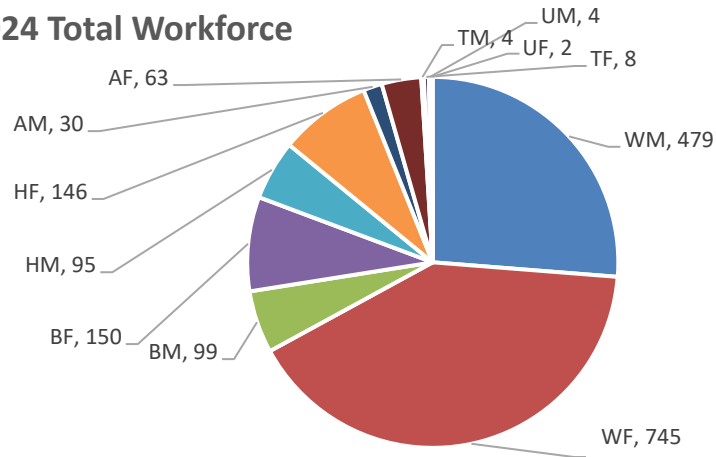
- Setting hiring and promotional goals by comparing the workforce with similar job categories in the available census, labor, educational and other sources of data;

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.

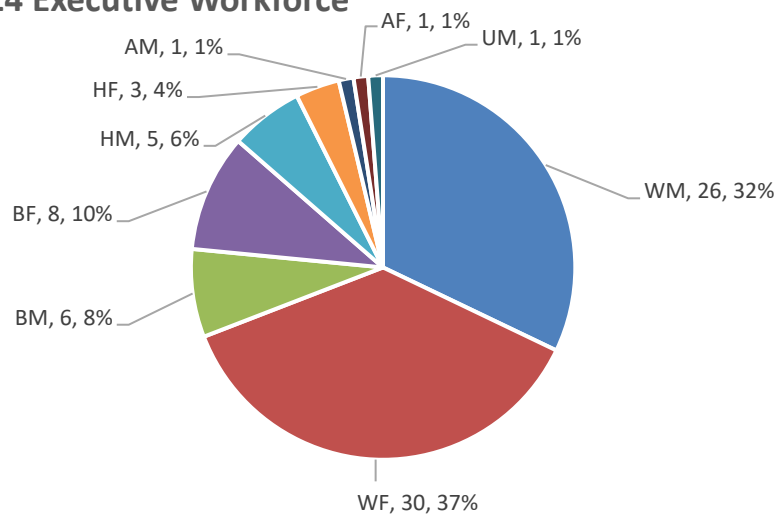
Agencies must demonstrate “good-faith efforts” when hiring non-goal candidates. Good faith efforts definition means the degree, care and diligence which a reasonable person would exercise in the performance of legal duties and obligations. At a minimum this includes all those efforts reasonable to achieve the full and fair compliance. It includes efforts toward full statutory and regulation requirements.

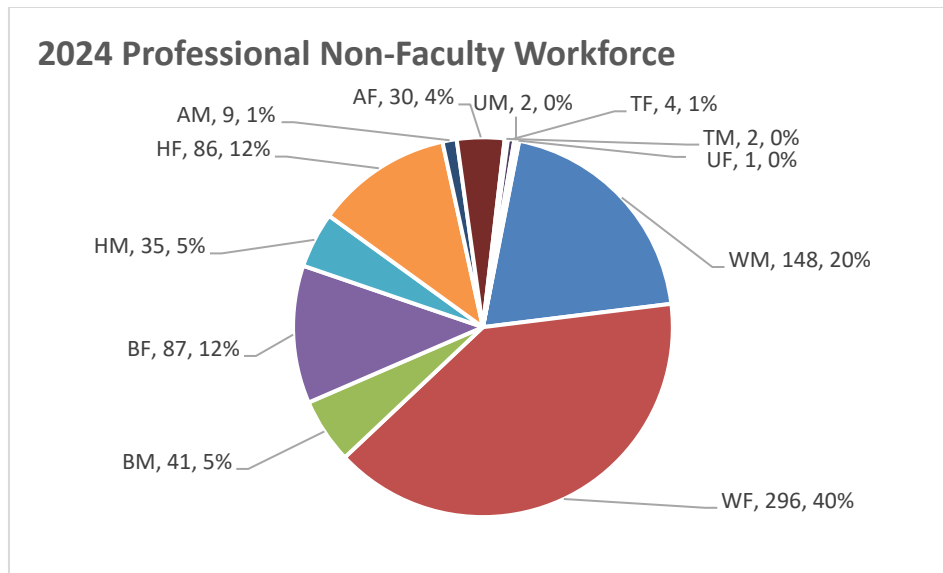
WORKFORCE ANALYSIS															
TOTAL WORKFORCE															
AGENCY:		CT STATE COMMUNITY COLLEGE				REPORTING DATE:				JULY 31, 2024					
OCCUPATIONAL CATEGORY/ JOB TITLE	GRAND Total	TOTAL M	TOTAL F	WHITE		BLACK		HISPANIC		AA/IANH/PI		TWO or MORE		UNKNOWN	
				M	F	M	F	M	F	M	F	M	F	M	F
Executive/Managerial	81	39	42	26	30	6	8	5	3	1	1	0	0	1	0
%TOTAL	100.0%	48.1%	51.9%	32.1%	37.0%	7.4%	9.9%	6.2%	3.7%	1.2%	1.2%	0.0%	0.0%	1.2%	0.0%
Faculty	680	275	405	210	325	29	33	19	19	17	24	0	3	0	1
%TOTAL	100.0%	40.4%	59.6%	30.9%	47.8%	4.3%	4.9%	2.8%	2.8%	2.5%	3.5%	0.0%	0.4%	0.0%	0.1%
Professional	741	237	504	148	296	41	87	35	86	9	30	2	4	2	1
%TOTAL	100.0%	32.0%	68.0%	20.0%	39.9%	5.5%	11.7%	4.7%	11.6%	1.2%	4.0%	0.3%	0.5%	0.3%	0.1%
Tech/Paraprofessional	67	15	52	10	25	3	7	2	12	0	7	0	1	0	0
%TOTAL	100.0%	22.4%	77.6%	14.9%	37.3%	4.5%	10.4%	3.0%	17.9%	0.0%	10.4%	0.0%	1.5%	0.0%	0.0%
Secretarial/Clerical	88	5	83	4	53	0	15	1	15	0	0	0	0	0	0
%TOTAL	100.0%	5.7%	94.3%	4.5%	60.2%	0.0%	17.0%	1.1%	17.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	13	13	0	11	0	1	0	1	0	0	0	0	0	0	0
%TOTAL	100.0%	100.0%	0.0%	84.6%	0.0%	7.7%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	122	99	23	53	13	14	0	26	9	3	1	2	0	1	0
%TOTAL	100.0%	81.1%	18.9%	43.4%	10.7%	11.5%	0.0%	21.3%	7.4%	2.5%	0.8%	1.6%	0.0%	0.8%	0.0%
Protective Service	33	28	5	18	3	4	0	6	2	0	0	0	0	0	0
%TOTAL	100.0%	84.8%	15.2%	54.5%	9.1%	12.1%	0.0%	18.2%	6.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	1825	711	1114	480	745	98	150	95	146	30	63	4	8	4	2
%TOTAL	100.0%	39.0%	61.0%	26.3%	40.8%	5.4%	8.2%	5.2%	8.0%	1.6%	3.5%	0.2%	0.4%	0.2%	0.1%

2024 Total Workforce



2024 Executive Workforce





Summary of the 2024 Affirmative Action Plan Achievements

This will be completed in future iterations of the plan. As this is the College's first plan, there is nothing to report on.

Summary of the 2024-2025 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period August 1, 2024 – July 31, 2025, in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National

Executive/Administrative/Managerial	Hiring: 5WF, 1HF, 1AM, 1AF, 1TM, 1TF Promotion: 2WF
Faculty – Professor	Promotion: 10BF, 14HM, 12HF, 5AM, 9AF
Faculty – Associate Professor	Promotion: 4BM, 2BF, 6AF, 2TF
Faculty – Assistant Professor	Hire: 8WM, 3WF, 1AM, 1TM Promotion: 4WM, 2WF
Faculty – Instructor	Hire: 3WM, 2BF, 1HM, 2HF, 1AM
Professional Non-Faculty	Hiring: 7WM, 1BM, 3HM, 1HF, 9AM, 2TM, 6TF Promotion: 3WM, 1BM, 1HM, 1HF, 1AM
Guided Pathways Advisor 1	Hire: 14WM, 7WF, 2AM, 1TM Promotion: None
Information Technician II	Hire: 4WM, 2WF, 1AF, 1TM Promotion: None

Fairfield Labor Market Area (Housatonic, Norwalk)

Secretarial Clerical	Hire: 2WM, 1WF, 1AF, 1TF Promotion: None
Technical Paraprofessional	Hire: 1WM, 2WF, 1AM Promotion: None
Skilled Craft	Hire: 1HM
Protective Service	Hire: 1WM, 1BM
Service Maintenance	Hire: 1WF, 1BF, 1HM, 3HF

Hartford Labor Market Area (Asnuntuck, Capital, Manchester, Tunxis)

Secretarial Clerical	Hire: 2WM, 1BM, 1AF Promotion: None
Technical Paraprofessional	Hire: 2WF, 1BF, 1HM, 1TF Promotion: None
Skilled Craft	Hire: 1WM
Protective Service	Hire: 3WM, 1BF
Service Maintenance	Hire: 2WM, 2BF, 4HF, 1TM, 1TF

Litchfield Labor Market Area (Northwestern)

Secretarial Clerical	Hire: 2HF Promotion: None
Technical Paraprofessional	Hire: 1HF Promotion: None
Protective Service	Hire: 1WF
Service Maintenance	Hire: 1HM, 1HF

Middlesex Labor Market Area (Middlesex)

Secretarial Clerical	Hire: 1BF Promotion: None
Technical Paraprofessional	Hire: 1WF Promotion: None
Service Maintenance	Hire: None

New Haven Labor Market Area (Gateway, Naugatuck Valley)

Secretarial Clerical	Hire: 2WF, 1BM, 1HM, 1AF, 1TF Promotion: 1WF
Technical Paraprofessional	Hire: 1WM, 3WF, 1BM, 1HM Promotion: 1WF
Skilled Craft	Hire: 2HM
Protective Service	Hire: 1BF, 1HM
Service Maintenance	Hire: 3WF, 2BF, 1HM, 1AF, 1TF

New London Labor Market Area (Three Rivers)

Secretarial Clerical	Hire: 1WM, 1HM Promotion: None
Technical Paraprofessional	Hire: 1WM, 1HM Promotion: None
Skilled Craft	Hire: None
Service Maintenance	Hire: 1BM, 1HF, 1AF

Windham Labor Market Area (Quinebaug Valley)

Secretarial Clerical	Hire: 3WF Promotion: None
Skilled Craft	Hire: None
Service Maintenance	Hire: 1WF, 1HF

PROGRAM GOALS:

The Agency sets the goals below to enhance its efforts to ensure affirmative action and equal employment opportunity compliance.

1. CT State in partnership with CSCU Talent and Recruitment will undergo a year-long lean process to identify opportunities to streamline and strengthen the search process.
Responsible persons: Equity and Civil Rights, CSCU Talent and Recruitment, Cabinet
Timeframe: Completion by July 30, 2025.
2. Through a climate survey, CT State will undergo an analysis to set forth a climate effort to ensure all staff and faculty feel valued and affirmed. This analysis is designed to be incorporated into the strategic plan CT State 2030.
Responsible persons: VP of DEI, Campus Climate Director, Cabinet
Timeframe: Completion by July 30, 2025.
3. Expand training opportunities and professional development throughout CT State to build

comprehensiveness and consistency across all campuses. Some initial efforts include:

- a. This CT State will open up 15-30 opportunities to provide ADA certification training for campus Accessibility Leads, Equity and Civil Rights, Deans of Students, etc.
- b. Identify an LMS and training management system to roll out mandated and other trainings around DE&I and compliance.
- c. Rebuilding/Rebranding and or building new diversity and other mandated trainings.

Responsible persons: VP of DEI, ECR, Compliance, and HR

Timeframe: Completion by July 30, 2025.

4. Expand CT State's use of data and data systems to enhance work around equal opportunity, applicant tracking, complaint monitoring, and campus climate efforts.

Responsible persons: VP of DEI, Climate Director, Data Specialist, ECR staff

Timeframe: Completion by July 30, 2025.