

## Introduction

Central Connecticut State University (CCSU) is committed to both the letter and the spirit of the laws that encompass Equal Employment Opportunity and Affirmative Action. With the exception of the numerical workbooks, this Plan was developed under the newly created Affirmative Action Regulations, 46a-68-75 through 46a-68-94 inclusive. Per 46a-68-76, CCSU has opted to submit the AAP in paper copy. In compliance with the revised regulations in 46a-68-77, the AAP addresses all 16 elements required for submission and compliance.

The 2017 AA Plan was approved in February 2018. All 16 elements were in compliance with the regulations and the following notations were made:

- Section 46a-68-84 Availability Analysis – The CHRO and CCSU will review, during the reporting period, faculty to determine if analyzing by discipline (ex. English disciplines) will be a more precise analysis and enhance goal setting.
- Section 46a-68-86 Employment Analysis – In future filings, an applicant flow analysis for hires. Refer to the training materials from the revised Affirmative Action Regulations training.
- These notations have been addressed in the AA Plan and their respective areas.

To achieve all lawful objectives, the University has developed the annual 2017-2018 Affirmative Action Plan, pursuant to section 46a-68 of the Connecticut General Statutes and the corresponding Affirmative Action Regulations for State agencies. The Plan follows the format set forth in the regulations and addresses each element therein.

With a deeply rooted belief in the principles of Affirmative Action and Equal Employment Opportunity, CCSU continually strives to provide all employees, current and prospective, every opportunity and possible benefit regarding their employment. Equally, CCSU continually strives to ensure that every student is afforded the highest standard of educational opportunity.

**Response to the  
Commission on Human Rights and Opportunities Critique**

Pursuant to the Regulations of Connecticut State Agencies, Central Connecticut State University accepts the Commission on Human Rights and Opportunities' recommendation as voted on at its February 2018 meeting and officially documented on October 29, 2018 (via email) regarding the University's 2017 Affirmative Action Plan. This response addresses all proposals and/or recommendations made by the Commission.

<b>Section</b>	46a-68-89 – Discrimination Complaint Procedure
<b>PRESENT SUBMISSION:</b>	In compliance
<b>RECOMMENDATIONS:</b>	<p>The address of the Capitol Region of the CHRO is incorrect. The correct address is: 450 Columbus Blvd., Suite 2, Hartford CT 06103. This change must be made immediately to the complaint form.</p> <p>This section also requires notice to employees that discrimination complaint process is available. The plan should indicate when this notice was distributed to the employees.</p>
<b>UNIVERSITY RESPONSE:</b>	<p>The University has updated our complaint procedure documents to reflect the correct address for the Capitol Region Office for the CHRO.</p> <p>As part of its annual notice to employees, the University provides information on the following:</p> <ol style="list-style-type: none"> <li>1. The CCSU Nondiscrimination Policy</li> <li>2. The CSCU Sexual Misconduct Policy</li> <li>3. The Procedures and Timetables for filing Discrimination Complaints (Discrimination Complaint Procedure).</li> </ol> <p>A copy of this notice will be added to the Discrimination Complaint Procedure section of this and future AA Plans.</p>

STATE OF CONNECTICUT  
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY

Central Connecticut State University  
AGENCY  
(National, Statewide and Local Labor Market Areas)

Commission Meeting Date February 8, 2017  
Previous A.A. Plan Status/Date Approved/February 10, 2016  
A.A. Plan Filing Date November 30, 2016  
Date A.A. Plan Received November 30, 2016  
90-Day Expiration Date February 28, 2017  
Filing Status Annual  
Date(s) Analyst Reviewed A.A. Plan January 11-13, 17-20 & 23-27, 2017  
Date(s) of On-Site Review N/A  
Next Filing Date November 30, 2017

RECOMMENDATION:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Approved    | <input checked="" type="checkbox"/> Retain Annual Filing |
| <input type="checkbox"/> Conditionally Approved | <input type="checkbox"/> Retain Biennial Filing Status   |
| <input type="checkbox"/> Disapproved            | <input type="checkbox"/> Semi-Annual Filing Status       |

Neva Elaine Vigezzi  
Neva Elaine Vigezzi  
Affirmative Action Program Analyst

February 12, 2017  
Date

We have reviewed the summary and concur with the recommended finding.

Alvin K. Bingham  
Alvin K. Bingham, Supervisor  
Affirmative Action/Contract Compliance

Tanya A. Hughes  
Tanya A. Hughes  
Executive Director

## EXECUTIVE SUMMARY OF REVIEW AND RECOMMENDATIONS

AGENCY: Central Connecticut State University

AGENCY APPOINTING AUTHORITY: Zulma R. Toro, Ph.D

AFFIRMATIVE ACTION PERSON: Rosa Rodriguez, Chief Diversity Officer

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### **INTRODUCTION:**

The Central Connecticut State University is located in New Britain. The proposed affirmative action plan covers the reporting period of June 30, 2015 through July 31, 2016 and was filed timely. The previous submission was filed timely and was approved by the Commission on November 30, 2015.

### **RECOMMENDATION:**

That the proposed affirmative action plan for the Central Connecticut State University be APPROVED.

### **SECTION 46a-68-102. STANDARD OF REVIEW**

- (a) To receive approved status, a plan must contain all elements required by Sections 46a-68-75 through 46a-68-114, inclusive.
- (b) Additionally, a plan shall be approved only if:
  - (1) the work force, considered as a whole and by occupational category, is in parity with the relevant labor market area; **or**
  - (2) the agency has met all or substantially all of its hiring, promotion and program goals; **or**
  - (3) the agency has demonstrated every good faith effort to achieve such goals and despite these efforts has been unable to do so; **and**
  - (4) the agency has substantially addressed deficiencies noted by the Commission in prior plan reviews in accordance with Section 46a-68-62(c).

Central Connecticut State University

**JUSTIFICATION FOR THE RECOMMENDATION:**

That the Central Connecticut State University's proposed affirmative action plan be approved based on compliance with Sections 46a-68-102(a), (b)(3) and (b)(4).

**SECTION 46a-68-102(a)**

The proposed affirmative action plan contains all elements required by Sections 46a-68-78 through 46a-68-94, inclusive.

**SECTION 46a-68-102(b)(2)**

The agency has not met all or substantially all of its hiring and promotion goals. Program goals were all met (see attached charts).

An analysis of the agency's hires during the twelve-month reporting period indicates that in the areas where hires occurred the agency met:

14 out of 35 possible goals or 40%

In addition,

7 out of 18 promotion goals were met or 39.8%

4 out of 4 program goals were met or 100%

**SECTION 46A-68-102(b)(3)**

The Central Connecticut State University has demonstrated good faith effort to achieve its goals. This is evidenced by the following personnel activity:

Central Connecticut State University's affirmative action plan Section 46a-68-90, Goals Analysis analyses the hiring, promotion and program goals that were established in the prior affirmative action plan. Each goal has been separately addressed and the discussion of action taken, thereof, is detailed, searching and complete. These explanations were thoroughly reviewed and are in compliance with the Affirmative Action Regulations.

**SECTION 46a-68-102(b)(4)**

The Central Connecticut State University's previous plan had no deficient elements therefore, the agency is in compliance with the (b)(4) standard.

**SECTION 46a-68-108. Letter of Commitment**

The Central Connecticut State University did not have any deficiency in the prior plan therefore, a Letter of Commitment was not required.

**SUMMARY OF DEFICIENCIES/WEAKNESSES**

No section is deficient or weak in the proposed affirmative action plan.

**ADDITIONAL MANDATED REPORTING**

**Diversity Training**

The Central Connecticut State University is in compliance with the Diversity Training requirements of the statute.

**CONTRACT COMPLIANCE**

The Central Connecticut State University has submitted all of the required reports, forms and correspondence regarding the Set-Aside Program.

**Prior Fiscal Year: 2014/2015**

	<b><u>SBE</u></b>	<b><u>MBE</u></b>
Goals:	\$1,364,823.00	\$341,358.00
Achievement:	\$9,857,265.00	\$2,141,234.00
Percentage:	722%	628%

**Current Fiscal Year: 2015/2016 with 4 quarters reported.**

	<b><u>SBE</u></b>	<b><u>MBE</u></b>
Goals:	\$308,632.00	\$400,128.00
Achievement:	\$7,634,941.00	\$2,325,578.00
Percentage:	2473%	581%

AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

REPORTING PERIOD BEGINNING JUNE 30, 2015 THROUGH JULY 31, 2016 PAGE 1

OCCUPATIONAL CATEGORY	NUMBER OF GOALS	RACE/SEX	HIRES	GOAL ACHIEVEMENT
OFFICIAL/ADMINISTRATOR	2	WF	1 WF	1-1
	2	BF		
	1	OM		
	1	OF		
<u>FACULTY</u> PROFESSOR	1	WF	0	
ASSOCIATE PROFESSOR	1	BM	1 WM 5 WF	0-6
	3	BF		
	3	HF		
	2	OF		
ASSISTANT PROFESSOR (INCLUDING INSTRUCTOR)	7	WF	10 WF 2 OF 7 WM 1 BF	8-10
	2	HM		
	1	OF		

AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

REPORTING PERIOD BEGINNING JUNE 30, 2015 THROUGH JULY 31, 2016 PAGE 2

OCCUPATIONAL CATEGORY	NUMBER OF GOALS	RACE/SEX	HIRES	GOAL ACHIEVEMENT
COACHING	2 1 1 1 1	BM BF HM OM OF	3 BM     3 WM 2 WF	2-6
<u>OFFICE/CLERICAL</u>	4 1 2	WM BF OF	3 BF  2 WF	1-5
ADMINISTRATIVE ASSISTANT	1 1	BF OF	1 BF	1-1
SECRETARY 2	1	BM	4WF 1 BF 2 HF	0-1



HIRING GOALS ANALYSIS

REPORTING PERIOD BEGINNING JUNE 30, 2015 THROUGH JULY 31, 2016 PAGE 3

OCCUPATIONAL CATEGORY	NUMBER OF GOALS	RACE/SEX	HIRES	GOAL ACHIEVEMENT
TECHNICAL/PARAPROFESSIONAL	3	WF	0	
	1	BM		
	1	HF		
	1	OM		
PROTECTIVE SERVICE	4	WM	0	
	1	WF		
	1	HF		
	1	OM		
SKILLED CRAFT	1	BM	0	
	1	HM		
	1	OM		
<u>SERVICE/MAINTENANCE</u>	1	WF	1 BM  3 WM	1-4
	1	BM		
	1	HM		
	1	HF		
	1	OM		

AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

REPORTING PERIOD BEGINNING JUNE 30, 2015 THROUGH JULY 31, 2016 PAGE 4

OCCUPATIONAL CATEGORY	NUMBER OF GOALS	RACE/SEX	HIRES	GOAL ACHIEVEMENT
CUSTODIANS	2	BM		0-1
	2	BF		
	1	HM		
	1	OM		
			1 WM	

AGENCY CENTRAL CONNECTICUT STATE UNIVERSITY

PROMOTION GOALS ANALYSIS

REPORTING PERIOD BEGINNING JUNE 30, 2015 THROUGH JULY 31, 2016 PAGE 1

OCCUPATIONAL CATEGORY	NUMBER OF GOALS	RACE/SEX	PROMOTIONS	GOAL ACHIEVEMENT
OFFICIAL/ADMINISTRATOR	1	WF	1 WF	1-1
<u>FACULTY</u> PROFESSOR	11 6	WF OM	4 WF  5 WM 1 HM 1 OF	4-11
ASSOCIATE PROFESSOR	1 2 1 1	BM BF HF OF	1 OF 2 WM 1 WF	2-5
OFFICE/CLERICAL	0		1 WF	
SERVICE/MAINTENANCE	1	WF	1 WM	0-1



**Five Year History**

FILING DATE	COMMISSION MEETING DATE	STAFF RECOMMENDATION	COMMISSION VOTE
6/30/2011	9/13/2011	Disapproved	Disapproved
6/30/2012	9/12/2012	Approved	Approved
6/30/2013	9/17/2013	Approved	Approved
6/30/2014	9/10/2014	Approved	Approved
11/30/2015	2/10/2016	Approved	Approved





**State of Connecticut**  
**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**

Central Office, 450 Columbus Blvd., Suite 3, Hartford, CT 06103

*Promoting Equality and Justice for all People*

PROPOSED AFFIRMATIVE ACTION PLAN

Central Connecticut State University  
AGENCY

REVIEW AND ANALYSIS: A COMPARATIVE EVALUATION

INTRODUCTION

SECTION 46a-68-102. STANDARD OF REVIEW

- (a) To receive approved status, a plan must contain all elements required by Sections 46a-68-78 through 46a-68-94, inclusive.
- (b) Additionally, a plan shall be approved only if:
  - (1) the work force, considered as a whole and by occupational category, is in parity with the relevant labor market area; or
  - (2) the agency has met all or substantially all of its hiring, promotion and program goals; or
  - (3) the agency has demonstrated every good faith effort to achieve such goals and, despite these efforts, has been unable to do so; and
  - (4) the agency has substantially addressed deficiencies noted by the Commission in prior plan reviews in accordance with Section 46a-68-62(c).

SECTION 46a-68-103. PLAN REVIEW AND ANALYSIS

As part of the review process, a written evaluation of the plan shall be prepared by Commission on Human Rights and Opportunities staff. Such evaluation shall:

- 1. assess the degree of procedural compliance with Regulations of CT State Agencies
- 2. identify and comment upon the deficiencies and weaknesses of the plan;
- 3. appraise the performance and effort of the agency in meeting its goals;
- 4. evaluate the effectiveness of the affirmative action program; and
- 5. suggest remedial action in addition to or in lieu of that proposed in the plan to achieve a balanced workforce and eliminate discriminatory practices.

**SECTION 46a-68-78. Policy Statement**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-79. Internal Communication**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-80. External Communication and Recruitment Strategies**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-81. Assignment of Responsibility and Monitoring**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-82. Organizational Analysis**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.



Central Connecticut State University

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  In Compliance

**SECTION 46a-68-83. Work Force Analysis**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  In Compliance

**SECTION 46a-68-84. Availability Analysis**

PREVIOUS SUBMISSION:

This section is in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  In Compliance

**SECTION 46a-68-85. Utilization Analysis and Hiring and Promotion Goals**

PREVIOUS SUBMISSION:

This section is in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  In Compliance

**SECTION 46a-68-86. Employment Analysis**

PREVIOUS SUBMISSION:

This section in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  In Compliance

**SECTION 46a-68-87. Identification of Problem Areas**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-88. Program Goals**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-89. Discrimination Complaint Process**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

PROPOSAL/RECOMMENDATIONS:

The address of the Capitol Region Office of the CHRO is incorrect. The correct address is: 450 Columbus Blvd., Suite 2, Hartford CT 06103. This change must be made immediately to the complaint form.

This section also requires notice to employees that discrimination complaint process is available. The plan should indicate when this notice was distributed to the employees.

**SECTION 46a-68-90. Goals Analysis**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

Central Connecticut State University

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-91. Upward Mobility**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-93. Innovative Programs**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

**SECTION 46a-68-94. Concluding Statement**

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

This section is \_\_\_\_\_ Deficient \_\_\_\_\_ Weak  X  In Compliance

CONCLUSION:

The proposed affirmative action plan submitted by Central Connecticut State University for the filing date of November 30, 2017 has been voted **APPROVED**.

