



WESTERN
CONNECTICUT
STATE UNIVERSITY

AFFIRMATIVE ACTION PLAN

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President

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Western Connecticut State University
Affirmative Action Plan
July 30, 2018

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University Response to the Commission's 2018 Review and Analysis of the 2017 Affirmative Action Plan

The University is in receipt of the Commission's Review, dated March 26, 2018, of its 2017 Affirmative Action Plan. All sixteen (16) elements were found to be in compliance. The noted recommendations were incorporated in the filing of the 2018 Affirmative Action Plan:

In the Commission's Review, in 46a-68-78, *Policy Statement*, indicates that the section was weak in a prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "The list of laws, public acts, etc. are not a required part of the affirmative action policy statement pursuant to the revised Affirmative Action Regulations."

Response: As noted, the list of laws, public acts and state/federal mandate listings has been removed (and eliminated) for the 2018 Affirmative Action Plan (and any future filings). The University thanks the Commission for noting this error/action.

In Section 46a-68-81, under *Assignment of Responsibility and Monitoring*, indicates that the section was in-compliance in the prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "it is not possible for the people listed under the three different committees and the affirmative action plan to give 100%-time commitment to those committees especially when they are on more than one committee and hold full-time University positions. Revise these percentages for the next filing."

Response: The University has modified this section and adjusted the percentages for those titles that hold more than one representation on the listed University committee(s). During the technical assistance meeting, the Chief Diversity Officer reviewed this section to ensure that the identified titles and percentages were appropriately corrected. The University thanks the Commission for noting this error/action.

In 46a-68-82, *Organizational Analysis*, indicates that the section was in-compliance in the prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "The organizational chart has not been included in the organizational analysis. This chart has to be included."

Response: In reviewing the copy of the University's 2017 Affirmative Action Plan, the organizational chart was submitted right behind the job titles study. While it is plausible that the organizational chart was overlooked in the version submitted to CHRO, efforts were made to ensure that this error does not subsequently occur. The University has made the noted changes to highlight the organizational chart referenced in the 2018 Affirmative Action Plan filing. The University thanks the Commission for noting this error/action.

In 46a-68-85, Utilization Analysis and Hiring and Promotional Goals, indicates that the section was in-compliance in the prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "In all future filings, black out the columns for "2 or more races" until we are officially using that race/sex group. We are not using that designation now. The Associate Professor analysis should not have listed the two females as "2 or more races."

Response: The University will ensure to have this noted action in the next filing of the Affirmative Action Plan (and in any future filings) until the Commission advises on the approved use of this column. The University thanks the Commission for noting this error/action.

In 46a-68-89, Discrimination Compliant Process, indicates that the section was in-compliance in the prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "The discrimination complaint log (Form 89A) must be used for all future filings. The notice that is sent to all of the employees must be included in this section."

Response: The University will ensure to have this form and noted action(s) in the next filing of the 2018 Affirmative Action Plan (and in any future filings). The University thanks the Commission for noting this error/action.

In 46a-68-90, Goals Analysis, indicates that the section was in-compliance in the prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "Avoid using subjective adjectives such as 'some,' 'strong,' 'extensive,' 'good' and 'outstanding' when describing applicants qualifications for positions. Quantifiable terms such as length of experience must be used to explain why an applicant was or was not hired or promoted. The analysis of the Assistant Professor Job title indicates that the four white males hires were goal candidates. Only three (3) goals were established for white males. The fourth white male hire, therefore, did not meet a goal. All of the other applicants were sufficiently addressed for this analysis, however, once the goals have been met for a race/sex group additional applicants for positions are not goal applicants/hires."

Response: A technical assistance meeting was scheduled for April 9, 2018 with our designated CHRO reviewer, Neva Vigezzi, to review this section. The University will ensure to have these noted actions reflected in the next filing of the 2018 Affirmative Action Plan (and in any future filings). The University thanks the Commission for noting these actions.

In 46a-68-91, Upward Mobility, indicates that the section was in-compliance in the prior filing. The current filing is identified as in-compliance. The Commission review/proposed recommendation(s) state the following: "The occupational categories must correspond to the occupational categories elsewhere in the affirmative action plan. For example, Administrative and Residual is a union not an occupational category."

Response: The University will ensure to have this noted action in the next filing of the 2018 Affirmative Action Plan (and in any future filings). The University thanks the Commission for noting this error/action.

Once again, the University would like to sincerely thank the Commission for the continued support and assistance from the Affirmative Action Unit. This unit has (and continues to) offer the University its ongoing commitment to be a strong Affirmative Action and Equal Opportunity Employer. We, as a University system, know that our success is due, in part, to the continued guidance and support the Commission has provided.

Section A
Element No. 1

POLICY
STATEMENT
Sec. 46a-68-78



President's Affirmative Action Policy Statement

Western Connecticut State University ("WCSU" or "University") is grounded on a sound Affirmative Action foundation. To that end, as President of WCSU, I am fully committed to the University's philosophy of the intellectual and moral leadership responsibility to carry out this well-established philosophy, as well as the responsibility of the University leadership to advance social justice and equity by exercising Affirmative Action to remove all discriminatory barriers to equal employment opportunity and upward mobility. Accordingly, the University, through its Plan of Affirmative Action will, with conviction and effort, continue to undertake positive action to overcome the present effects of past practices, policies or barriers to equal employment opportunity, and to achieve the full and fair participation of African Americans/Blacks, Hispanic/Latinos, Whites, Asians/Pacific Islanders, American Indians/Alaskan Aleuts and/or those who self-identify in two or more races, found to be underutilized in the workforce. The University through its Plan of Affirmative Action, with conviction and effort, will also continue to undertake positive action for the full and fair participation of the above groups and any other protected group found to be adversely impacted by University policies or practices.

Equal opportunity, a distinctly different matter, is employment of individuals without consideration of race, color, religious creed, age, sex, marital status, sexual orientation, gender identity or expression, genetic information (Section 46a-60(a)(11) of the Connecticut General Statutes, national origin, ancestry, intellectual disability, past or present history of mental disability, physical disability, including but not limited to blindness, learning disability, veteran status, or criminal record, unless the provisions of Sections 46a-60(b), 46a-80(b) or 86a-81(b) of excluding persons in one or more of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action.

WCSU's Affirmative Action Plan incorporates and lists federal and state constitutional provisions, law regulations, guidelines and executive orders prohibiting or outlawing discrimination, identifying classes of persons protected based on race, color, religious creed, age, sex (including pregnancy), marital status, sexual orientation, national origin, ancestry, mental disability, genetic information, intellectual disability, physical disability, learning disability, gender identity or expression, veteran status, and criminal record, except for bona fide occupational qualifications.

The University outlines its employment process as one of recruitment, selection, assignment, compensation, promotion and upgrading, training, educational assistance, transfers, terminations, layoffs and recall, and all other terms, conditions and privileges of employment. Affirmative Action is an integral consideration throughout the entire employment process. Both the Chief Human Resources Officer and Chief Diversity Officer are responsible for ensuring that affirmative action remains in the forefront of each step of the employment process. An affirmative action discussion occurs throughout the employment process continuum. All facets of the employment process are linked to affirmative action.

Clearly, affirmative action and equal employment opportunity are immediate and necessary agency objectives for WCSU. We shall affirmatively provide services and programs in a fair and impartial manner. We also recognize the hiring difficulties experienced by individuals who are physically disabled and many older persons and will undertake measures to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. The procedures for adding or refilling any unclassified faculty position are outlined in the current Faculty Handbook.

Typically, the Chair of the Department must obtain approval from the School's Dean, who obtains final approval from the Provost/Vice President for Academic Affairs to advertise for an open position. Then the Chair of the Department, or Department members acting together, prepare(s) the university search plan and drafted position announcement, which is first reviewed and approved by the appropriate School Dean. The Chief Human Resources Officer and Chief



Diversity Officer also review the university search plan and drafted position announcement. After the Search Committee is established, the Chief Diversity Officer and/or an assigned designee from the Human Resources Office will routinely meet with and instruct its membership regarding the University's recruitment policy and related institutional goals to diversify the pool of candidates with respect to ethnicity, race, and gender. Through ongoing monitoring, the Chief Diversity Officer advises the Search Committee as to the sufficiency or insufficiency of the composition of the pool of candidates for the purpose of achieving the hiring and promotional goals of diversity.

Before the Search Committee prepares and recommends a list of the finalists, the Chief Diversity Officer and the Chair of the Search Committee will consult regarding good faith efforts made to obtain diversity, obtain a goal candidate, whether the finalist is a goal candidate, and the completion of relevant documentation. Prior to the offering of a position to a candidate, the Provost/Vice President for Academic Affairs will request that the Chief Diversity Officer approve the candidate(s) recommended for hire.

The Program Goals as set forth in the Affirmative Action Plan further detail the University's Affirmative Action requirements for the hiring process of all positions. As President of WCSU, I am committed to the University adhering to and meeting the program goals and timetables as set forth in the plan. The University is well positioned to continue Affirmative Action progress, and I will continue to exercise leadership and commitment to achieve all of the goals and timetables as set forth in the WCSU Affirmative Action Plan.

This policy is not limited to employment practices, but extends to services and programs provided by the University. All executive, administrative, and supervisory personnel are expected to discharge their affirmative action responsibilities, in word and deed, consistent with the University's objective to establish and implement affirmative action and equal employment opportunity for all qualified persons.

As President of Western Connecticut State University, I pledge to make every good faith effort to realize all of the goals and timetables as set forth in the WCSU Affirmative Action Plan, and as required by pertinent state and federal legislation as set forth in the Affirmative Action Plan. Electronic (and/or paper) copies of the Affirmative Action Plan have been designated (and disseminated) to representatives of the campus locations: Haas Library, the President's Office, the Provost and Office of the Vice President for Academic Affairs, the Office of the Vice President for the Division of Student Affairs, Human Resources Department, the Office of Diversity and Equity and online at www.wcsu.edu/diversity.

During the 2018 reporting period, Mrs. Jesenia Minier-Delgado served as the appointed Chief Diversity Officer. Mrs. Minier-Delgado is responsible for overseeing the Office of Diversity and Equity and to monitor and execute the Affirmative Action and Equal Employment Opportunity programs at the University. Mrs. Minier-Delgado is the University's full-time Affirmative Action Officer, ADA and Title IX Coordinator. To this end, the Chief Diversity Officer shall be concerned with equitable treatment to all in the University community. Mrs. Minier-Delgado is located at the Midtown Campus, University Hall 217, 181 White Street, Danbury, Connecticut, 06810, and can be reached by telephone at (203) 837-8277 or by email at minierdelgadoj@wcsu.edu. Employees and others who wish to file a complaint of discrimination pertaining to WCSU may do so by contacting Mrs. Minier-Delgado.


Dr. John B. Clark, President

Date 7/24/18