

Section B

Element No. 2

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INTERNAL  
COMMUNICATION

Sec. 46a-68-79

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## Internal Communication

Under Section 46a68-79 and 79(a) of the Affirmative Action Regulations of Connecticut State Agencies, the University's Policy Statement and a summary of the objectives of the University's Affirmative Action Plan ("Plan") are published and distributed each year on campus. Copies of the policy statement and objectives are available in the Office of Diversity and Equity as well as being included in the CSCU online employee training portals as well as the orientation materials given to all employees. These materials are also posted on the University's webpage for the Office of Diversity and Equity at [www.wcsu.edu/diversity](http://www.wcsu.edu/diversity). The Affirmative Action Policy Statement continues to be included in University catalogues and this described practice will continue.

- (a) Western Connecticut State University has adopted the practice of annually distributing the Policy Statement and a summary of objectives of the Plan. The method of dissemination is by electronic mail (e-mail) to the campus community. The start of the Spring Semester (January/February) has been established as the annual distribution period. The Chief Diversity Officer is responsible for coordinating this process with the appropriate persons and ensuring that distribution takes place. Additionally, the Chief Diversity Officer prepared an "Executive Summary" of the Affirmative Action Plan. This Summary was discussed with all members of the President's Cabinet on October 26, 2017 following approval of the 2017 Plan.

The Chief Diversity Officer is a member of the President's staff. The staff is regularly informed on affirmative action recruiting, hiring, and promotional efforts, as well as recent developments in legal aspects of affirmative action, compliance with the American with Disabilities Act, and new developments in sexual harassment law under Title IX of the Educational Amendment Act. The Chief Diversity Officer meets with the Vice Presidents, Deans, Directors, and Department Heads/Chair to discuss the goals of affirmative action, including strategies for recruitment. Additionally, the Chief Diversity Officer meets with every University search committee to discuss recruitment and hiring strategies to ensure that affirmative action goals are met. The Chief Diversity Officer also serves as a resource for all search committees.

Beginning in the Spring 2018 semester, all search committee members will be issued an electronic search materials and training to address the respective campus searches in management/confidential, faculty, administrative/clerical, service maintenance and/or protective services. The University search materials and training detail the roles and responsibilities of search committee participants when conducting an affirmative action search (the referenced electronic search manual will be finalized and available *tentatively by or before November 1, 2018*). In the meantime, the University will continue to utilize the available brochure (attached) named "A Guide for Search Committees" available as a point of reference until the search manual is completed and finalized.

- (b) It is University current (and continued) practice to have the Chief Diversity Officer maintain copies of all affirmative action related internal communication as well as comments received and noted date such statements were received. The University's Plan shall include a summary of all comments from employees concerning the Plan and note any responses related thereto.

During the review period, the University received *no comments* on the Plan.

The University has engaged in other employment and diversity initiatives. The Office of Diversity and Equity will continuously maintain a library of learning materials (i.e., books, training videos, publications/journals and pamphlets) available to all managers and employees for review.

- (c) The University is in compliance with various training requirements. Training is ongoing and is up to date. Employees regularly receive various forms of university training (see attached documentation), including diversity training. Employees are scheduled for diversity training within (or up to) one year of their hire date. Additionally, information related to the University's Policy on Sexual Misconduct Reporting (sexual harassment) and other non-discrimination policies are distributed to all employees and student groups in the form of posters and brochures. Information related to the Americans with Disabilities Act was also distributed. All University policies related to non-discrimination and sexual harassment (Title IX) provisions are posted as a visibly standard 11x17 poster (see attached documentation) as well as on the University's website at: <http://www.wcsu.edu/diversity/policies-procedures/>.

Diversity training and sexual harassment (Title IX) training are ongoing by hosting bi-annual workshops during the year, and by including diversity training as one component of new faculty and new staff orientation workshops. In accordance with the sexual harassment training and posting requirements, training was also conducted for all new supervisory employees within six months of their assumption of a supervisory position. Supervisors received the two-hour of mandatory (online) training session.

During the reporting period, the following faculty and staff were trained:

Training Title	Total Number of Faculty	Total Number of Staff	Faculty/Staff Training Totals	Gender/Ethnic Breakdown							
				WM	WF	BM	BF	HM	HF	OM	OF
Diversity Training	5	70	<b>75</b>	23	17	4	2	3	6	12	8
Sexual Harassment (Title IX) Training	12	66	<b>88</b>	26	25	2	2	5	3	12	13
Ethnic/Gender Training Totals:				49	42	6	4	8	9	24	21

The University remains committed to providing programs and activities that enrich the lives of its students, staff and faculty and bridges the learning opportunities that differences can create. The University will continue its efforts to realize programming that provides real world application in changing times.

- (d) In accordance with the Affirmative Action Regulations, it is established that all internal communications pertaining to the Plan, contain a written (and electronic notice by email) to employees on their have the right to review and comment on the Plan during the review period. Every year from January 1<sup>st</sup> to March 31<sup>st</sup> is the established time frame for employees to review and comment on the Plan. On January 8, 2018, a memorandum was sent to all WCSU employees (see attached) to inform each person of their right to review and comment on the Plan during the Plan's review period and that all comments should be addressed to:

Mrs. Jesenia Minier-Delgado  
Chief Diversity Officer  
University Hall 214  
181 White St., Danbury, CT 06810  
Telephone: (203) 837-8277  
Email: [minierdelgadoj@wcsu.edu](mailto:minierdelgadoj@wcsu.edu)

In accordance with this practice, after notification from the Commission on Human Rights and Opportunities of the disposition of this Plan, a written (and email) notice is sent to all employees informing them of their right to a reasonable period of review and comment on the Plan.

A subsequent notification was sent (by email) on January 31, 2018 (see attached) informing employees of the newly revised Office of Diversity and Equity webpage at [www.wcsu.edu/diversity](http://www.wcsu.edu/diversity), which included access to an electronic copy of the filed 2017 Plan.

Section B

Element No. 2(a)

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INTERNAL  
COMMUNICATION

Sec. 46a-68-79

(ATTACHMENTS AND DOCUMENTATION)

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**Does the search committee make the final hiring decision?**

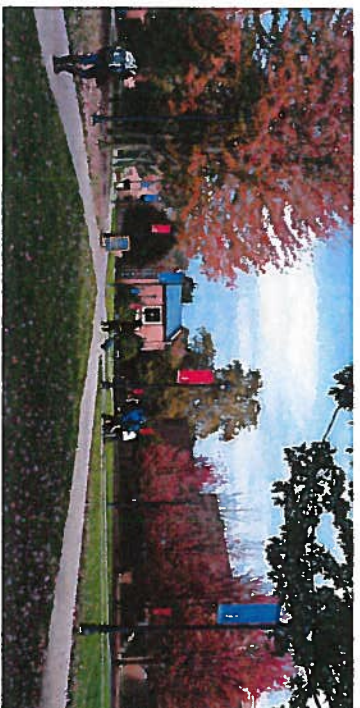
No. The search committee's role is to recommend candidates for the position.

**Is the Chief Diversity Officer a member of the search committee?**

No. The Chief Diversity Officer is an advisor to the search committee.

**Is a search committee's work confidential?**

Documents and discussions pertaining to applicants and the search committee are confidential. In accordance with the State's record retention schedule, search committee documents and records (not an individual's notes) must be retained for three years after the conclusion of a campus search. Search committee documents and records are subject to disclosure in accordance with Connecticut's Freedom of Information Act, CGS § 1-200 et seq.



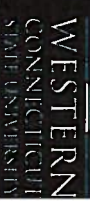
**For more information, please contact:**

**Jesenia Minier-Delgado**, Chief Diversity Officer  
University Title IX and ADA Coordinator  
Office of Diversity and Equity  
University Hall, Room 214  
Telephone: (203) 837-8444  
Email: [minierdelgadoj@wvcsu.edu](mailto:minierdelgadoj@wvcsu.edu)



A Guide for

# SEARCH COMMITTEES





### **What is a search committee's role?**

A search committee's primary role is to identify candidates that can successfully perform the job responsibilities. A search committee also serves as an ambassador group for the University, providing information to applicants/candidates and helping to recruit, promote and persuade applicants/candidates to pursue employment at WCSU.

### **Why does the University use an Affirmative Action search committee process?**

The University must make sure that applicants have equal opportunities for employment through consistent, fair and thorough hiring and selection procedures. The University's established process is an integral component of the University's Affirmative Action Plan filed with the Connecticut Commission of Human Rights and Opportunities (CHRO). In keeping with the University's legal mandate, search committees work closely with the Chief Diversity Officer and Chief Human Resources Officer to recruit and fill vacant positions. After a search committee screens and interviews applicants, finalists are recommended to the hiring supervisor.

### **Who selects a search committee?**

Depending on the position, a search committee may be formed by a Department Head/Hiring Supervisor, Dean, Vice President and/or the University President. Some collective bargaining agreements provide one representative to serve on a search committee. Search committee members are requested to serve voluntarily. The University President reserves the right to have representation on all search committees and/or approve all such search committees. The Chief Diversity Officer serves as the President's designee for reviewing and approving the composition of a search committee.

### **When is a search committee formed?**

As soon as a position is approved for recruitment, a search committee may be formed.

### **When should a search committee begin its work?**

As soon as possible. Once a position is advertised, the Hiring Supervisor arranges the initial meeting in conjunction with the Chief Diversity Officer. Search committees that form and begin their work promptly generally have a better opportunity for success. Candidates that apply at our University often are also applicants at other employers—the sooner the search committee is prepared to consider candidates, the more competitive our University can be.

### **Who should attend the initial search committee meeting?**

All committee members, the Hiring Supervisor and the Chief Diversity Officer. Others may be requested to attend as necessary.

### **What is the purpose of the initial search committee meeting?**

In your first meeting as a search committee, you will be given various materials from the hiring supervisor, HR and the Chief Diversity Officer that provides an in-depth description of the position and campus search process. The Chief Diversity Officer will provide you with a review of search committee responsibilities and the campus search process. This initial meeting also introduces you to the Search Committee Chairperson, as well as establishes an estimated time frame for completing the search committee's work. The Search Committee Chairperson is the liaison to the Chief Diversity Officer and coordinates future meetings with the search committee. The search committee establishes screening criteria within the position requirements/guidelines of the position announcement. These selection criteria are established by the hiring supervisor and reviewed by the Search Committee before the position announcement is posted and resumes are reviewed.

### **What should a search committee do if technical or unanticipated questions or concerns arise during the course of the search committee's work?**

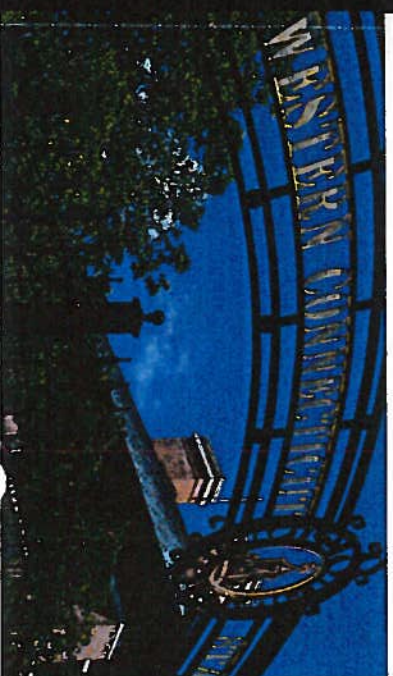
The Search Committee Chairperson must consult with either (or both) the Chief Diversity Officer and/or the Chief Human Resources Officer, who, along with their staffs, will be available to help the search committee throughout the search process.

### **How does the search committee get applicants' resumes?**

Applicants for non-teaching searches are submitted to Human Resources, which is responsible for logging all resumes and providing copies to the search committee and the Chief Diversity Officer at the end of the application period. Applications for teaching faculty are submitted electronically to [facultywtae@wcsu.edu](mailto:facultywtae@wcsu.edu). This mailbox is monitored and maintained by the Chief Diversity Officer, who is responsible for making applications available to the search committee.

### **Do the selection criteria have to be approved?**

Yes. After the Search Committee Chairperson agrees to the selection criteria, the Search Committee Chairperson reviews the criteria with the Chief Diversity Officer.







# NOTICE OF NON-DISCRIMINATION & SEXUAL VIOLENCE/TITLE IX

It is the policy of Western Connecticut State University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal and state laws. This policy is set forth more fully in the university's Affirmative Action Policy Statement and Complaint Grievance Procedures.

Sexual and gender harassment, sexual violence and staking are prohibited. This policy is set forth fully in the Connecticut University System Sexual Harassment Policy and the University Policy regarding Sexual Misconduct Reporting, Support Service and Processes. It is also the university's policy to provide reasonable accommodations when appropriate to employees with disabilities, those observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation is also prohibited.

The following person(s) have been designated at Western Connecticut State University to handle inquiries and complaints related to all the above-mentioned policies:

<b>Jesenia Minier-Delgado</b> , Chief Diversity Officer University Title IX and ADA Coordinator Office of Diversity and Equity	University Hall, Room 214 (203) 837-8444, minierdelgado@wosu.edu
<b>OR</b>	
The following listed personnel from the <b>Campus Response and Resource Team (CaRRT)</b> have been designated to also handle complaints related to the <b>University Policy regarding Sexual Misconduct Reporting, Support Service and Processes</b> :	
<b>Chief Roger Connor</b> WCSU Police Department	Dr. James Roach Avenue (203) 837-9301, connor@wosu.edu
<b>Lieutenant Richard Montefusco</b> WCSU Police Department	Dr. James Roach Avenue (203) 837-9099, montefusco@wosu.edu
<b>University Police Dispatch Center</b> WCSU Police Department	Dr. James Roach Avenue (203) 837-9300
<b>Charles Alexander</b> , Director Office of Judicial Affairs	Middtown Student Center, Room 220 (203) 837-8770, alexander@wosu.edu
<b>Dr. Walter Cramer</b> , Dean of Students Division of Student Affairs	Old Main, Room 306 (203) 837-9700, cramer@wosu.edu
<b>Counseling Center</b>	Middtown Student Center, Room 222 (203) 837-8690, CounselingCenter@wosu.edu
<b>The Women's Center for Greater Danbury</b> <b>Rayna Havelock</b> , Counselor/Advocate Email: havelock@wosu.edu, rayna.h@wcdgd.org	Middtown Campus: Higgins Hall Annex, Room 105-C (203) 837-3939
<b>Sydney Trezza</b> , Counselor/Advocate Email: trezza@wosu.edu, sydney.t@wcdgd.org	Westlake Campus: Campus Center, 3rd Floor, Room 300E By Appointment Only
Women's Center Helpline: 203-731-5200 Sexual Assault Hotline: 203-731-5204 Domestic Violence Hotline: 203-731-5206	Main Office: 2 West Street, Danbury, CT 05810

**Subject:** Non-Discrimination Notice  
**Date:** Thursday, September 14, 2017 at 4:43:54 PM Eastern Daylight Time  
**From:** Keisha Stokes <StokesK@wcsu.edu>  
**To:** users-aca <users-aca@wcsu.edu>, users-adm <users-adm@wcsu.edu>, users-stu <users-stu@wcsu.edu>  
**Attachments:** image001.png, University Memo on Notice of Non-Discrimination.docx

***From the Office of Diversity & Equity***

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To all Faculty, Staff, and Students,

In complying with the letter and spirit of applicable state and federal laws, such as Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act (ADEA), and The Americans with Disabilities Act and ADA Amendments, and in pursuing the University's own goals of diversity and inclusion, all members of the University community are advised that a publicized notice of non-discrimination statement is now posted and available on the University website. Please click here to review and access this information at your discretion.

More information about the attached notice will follow from printed University posters and other online materials. If you have any questions, please feel free to contact the Office of Diversity and Equity at (203) 837-8444.

Thank you.

OFFICE OF DIVERSITY & EQUITY  
Western Connecticut State University  
☎ 203-837-8444 | 📠 203-837-8503  
Website: <https://www.wcsu.edu/diversity/>

Aspire.

**CONFIDENTIALITY NOTICE:**

This e-mail message and any attachments sent with it are intended only for the above-mentioned recipient(s). Its content may be confidential. If you have received this e-mail in error, please notify the sender immediately and delete it as well as any attachments without making a copy, nor disclosing its content, nor taking any action based thereon. Thank you.



OFFICE OF DIVERSITY & EQUITY

## MEMORANDUM

TO: All Faculty, Staff and Students

FROM: Jesenia Minier-Delgado  
Chief Diversity Officer

DATE: September 14, 2017

RE: Non-Discrimination Notice

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In complying with the letter and spirit of applicable state and federal laws, such as Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act (ADEA), and The Americans with Disabilities Act and ADA Amendments, and in pursuing the University's own goals of diversity and inclusion, all members of the University community are advised that a publicized notice of non-discrimination statement is now posted and available on the University website. Please [click here](#) to review and access this information at your discretion.

More information about the attached notice will follow from printed University posters and other online materials. If you have any questions, please feel free to contact the Office of Diversity and Equity at (203) 837-8444.

Thank you.



COPY

OFFICE OF DIVERSITY & EQUITY

## MEMORANDUM

TO: All Faculty, Staff and Students

FROM: Jesenia Minier-Delgado  
Chief Diversity Officer

DATE: January 8, 2018

RE: WCSU 2017 Affirmative Action Plan

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In accordance with the Connecticut Commission on Human Rights and Opportunities (CHRO) Affirmative Action Regulations, it is established that all internal communications pertaining to the Affirmative Action Plan, contain a notice to employees on their have the right to review and comment on the Plan during the review period.

From January 1<sup>st</sup> to March 31<sup>st</sup> is when employees can request to either obtain a copy or to review and comment on the Plan. You may review and comment on the Plan during the Plan's review period and that all comments should be addressed to:

Mrs. Jesenia Minier-Delgado  
Chief Diversity Officer  
University Hall 214  
181 White St., Danbury, CT 06810  
Telephone: (203) 837-8277  
Email: [minierdelgadoj@wcsu.edu](mailto:minierdelgadoj@wcsu.edu)

In accordance with this practice, after notification from the Commission on Human Rights and Opportunities of the disposition of this Plan, a written (and email) notice will be sent to all employees (on or after January 31<sup>st</sup>, 2018) informing them of their electronic accessibility to the filed 2017 Affirmative Action Plan.

During this time, please feel free to send any noted questions and/or comments about this action or to request to review the 2017 Affirmative Action Plan. Thank you.

**Subject:** Updated Office of Diversity and Equity webpage  
**Date:** Wednesday, January 31, 2018 at 6:54:45 PM Eastern Standard Time  
**From:** Jesenia Minier-Delgado <minierdelgadoj@wcsu.edu>  
**To:** users-aca <users-aca@wcsu.edu>, users-adm <users-adm@wcsu.edu>, users-stu <users-stu@wcsu.edu>  
**Attachments:** image001.png

*From the Office of Diversity & Equity*

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To all Students, Faculty, and Staff,

Welcome back to the Spring 2018 semester.

The Office of Diversity and Equity presents an updated webpage (please [click here](#) for immediate access) that provides readily accessible guidance and information to the Western community. The revised webpage has been designed as a resource tool to assist our students, alumni, faculty, administrative staff and the general public in obtaining current information regarding specific areas related to Diversity and Inclusion.

Some of the items available are:

1. Revised ADA University Statement and resources on reasonable accommodation for medical circumstances
2. The University's Affirmative Action Plan
3. Cultural Diversity Programming and Training(s)
4. Information on Discrimination Complaints
5. Policies and Procedures
6. Information on Committees and Working Groups
7. Diversity Resources and Information
8. Search Procedures
9. What is Title IX and CaRRT?
10. Information on the Campus Response and Resource Team (CaRRT)
11. Workplace Transgender Guidance

Inclusive of these new updates is the newly created [2018 University Diversity Calendar](#) for Western (found in the section named Diversity Resources and Information). I highly encourage everyone to review this calendar as it provides educational information about religious and non-religious holidays and observed days throughout the year. This calendar provides us all with an opportunity to learn more about various cultural and religious events, and allows faculty to build on academic curriculum and learning.

The Office of Diversity and Equity webpage will continue to change and expand with more information to follow. I ask that you periodically check the webpage to remain current on all posted resources and information. As the University's Chief Diversity Officer, ADA Compliance/Title IX Coordinator, Mrs. Jesenia Minier-Delgado is always available to provide guided assistance. If you have any questions, please do not hesitate to contact the Office of Diversity and Equity at (203) 837-8444.

# WESTERN CONNECTICUT STATE UNIVERSITY AFFIRMATIVE ACTION PLAN

## Summary of Objectives

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- To affirm the commitment to Active Action by Western Connecticut State University's President and campus community.
- To provide fair and equitable employment practices.
- To undertake with conviction and effort, positive steps to overcome the present effectiveness of past practices, policies and/or barriers to equal employment opportunity.
- To achieve the full participation of protected groups, which include: American Indians/Alaskan Natives, Asians, African Americans/Blacks, Hispanic/Latino, Whites, Native Hawaiians or Other Pacific Islanders, and/or other protected race groups found to be underutilized in the workforce, or adversely impacted by system policies or practices.
- To make good faith efforts to achieve goals and timetables set forth in the Affirmative Action Plan.
- To provide a detailed, results-oriented set of procedures, prepared and approved in accordance with the Affirmative Action Regulations for State Agencies, that blueprint a strategy to combat discrimination and achieve action.