Section B
Element No. 2

INTERNAL
COMMUNICATION
Sec. 46a-68-79
Internal Communication

Under Section 46a68-79 and 79(a) of the Affirmative Action Regulations of Connecticut State Agencies, Western Connecticut State University ("WCSU" or "University") 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. The Affirmative Action Policy Statement continues to be included in University catalogues and this described practice will continue.

(a) WCSU 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 prepared an "Executive Summary" of the Affirmative Action Plan. This Summary was discussed with all members of the President's Cabinet on January 27, 2022 following approval of the 2021 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.

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 December 31, 2022). 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/.

Cultural 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 (2) hours of mandatory (online) training session.

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

<table>
<thead>
<tr>
<th>Training Title</th>
<th>Total Number of Faculty</th>
<th>Total Number of Staff</th>
<th>Faculty/Staff Training Totals</th>
<th>Gender/Ethnic Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Diversity Training and Sexual Harassment (Title IX) Online training</td>
<td>142</td>
<td>60</td>
<td>202</td>
<td>WM 63</td>
</tr>
<tr>
<td>FirstNet Sexual Harassment Online Training*</td>
<td>181</td>
<td>75</td>
<td>256</td>
<td>WM 63</td>
</tr>
<tr>
<td>Ethnic/Gender Training Totals:</td>
<td></td>
<td></td>
<td></td>
<td>WM 63</td>
</tr>
</tbody>
</table>
The listed number of employees who did not complete the two (2) hours of mandatory (online) training were automatically scheduled for virtual (online) refresher training in the 2021-2022 reporting period.

Due to the COVID-19 pandemic, the University delivered various virtual programs and activities, which include, but are not limited to, the following: Black/African American History Month, Hispanic Heritage Month, Domestic Violence Awareness Month, Women’s History Month, Sexual Assault Awareness Month programs, and the distribution of the quarterly Macricostas Faculty Newsletter and Academic Affairs Newsletter. All of these campus programs and initiatives were virtually received and/or attended by all levels of the University community.

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 1st to March 31st is the established time frame for employees to review and comment on the Plan. On January 26, 2022, an emailed correspondence 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:

Ms. Jesenia Minier
Chief Diversity Officer
Western Connecticut State University
Midtown Campus, University Hall, Room 202B
181 White St., Danbury, Connecticut 06810
Telephone: (203) 837-8277
Email: 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.

WCSU employees also have access to the newly revised Office of Diversity and Equity webpage at www.wcsu.edu/diversity, which included access to an electronic copy of the filed 2021 Plan.
Section B
Element No. 2(a)

INTERNAL COMMUNICATION
Sec. 46a-68-79

(ATTACHMENTS AND DOCUMENTATION)
Greetings to all!

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 WCSU Affirmative Action Plan ("Plan"), contain a notice to the university community on their right to review and comment on the Plan during the review period.

From January 1st to March 31st, a requestor can either request to obtain an electronic copy of the Plan and/or review and comment on the Plan. You may review and comment on the Plan during the Plan's review period and all comments should be addressed (via email) to Ms. Jesenia Minier, Chief Diversity Officer, Email: minierj@wcsu.edu

Thank you,

OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503

WESTERN CONNECTICUT STATE UNIVERSITY

CONFIDENTIALITY NOTICE: The information contained in this email is privileged and confidential. This email and any files transmitted may contain confidential information as protected by the Family Educational Rights and Privacy Act (FERPA). If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution is strictly prohibited. Furthermore, if you are not the intended recipient, please notify me immediately by telephone or return email and completely delete this message from your system.
Dear Dr. Petoskey:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator at WCSU, my role is to promote awareness and provide available resources at WCSU’s Office of Diversity and Equity to support your represented membership.

In the month of January 2022, I reached out to your represented membership to speak about the University’s Affirmative Action commitment, extended an invitation for review and comment on the Plan as well as to promote events and/or available resources. If there is a need to discuss my actions moving forward, I would be happy to work with you and your staff to find a convenient time to meet either virtually and/or in-person, if possible. If time does not permit, I am available for contact by email at minieri@wcsu.edu.

I look forward to working with your organization.

Sincerely,

Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/
April 22, 2022

Sent via Email to indira.petoskey@suoaaf.org
Dr. Indira Petoskey, President
SUOAF-AFCME
Eastern Connecticut State University
Willimantic, Connecticut 06266

Dear Dr. Petoskey:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator for WCSU, my role is to promote awareness and needed guidance from the WCSU Office of Diversity and Equity to support your represented membership.

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Sincerely,

Jesenia Minieri
JESF NJA MINIER, MPA
CHIEF DIVERSITY OFFICER
Affirmative Action Commitment

Office of Diversity and Equity <ode@wcsu.edu>

Thu 4/21/2022 3:32 PM
To: jdisette@andr.org <jdisette@andr.org>

1 attachments (32 KB)
J. DiSette, President.pdf;

OFFICE OF DIVERSITY & EQUITY

Dear Mr. DiSette:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s ("WCSU" or "University") Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator at WCSU, my role is to promote awareness and provide available resources at WCSU's Office of Diversity and Equity to support your represented membership.

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I look forward to working with your organization.

Sincerely,

Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/

WESTERN CONNECTICUT STATE UNIVERSITY

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April 21, 2022

Sent via Email to jdisette@andr.org
Mr. John DiSette, President
Administrative & Residual Employees Union
A&R Local 4200
805 Brook Street
Rocky Hill, Connecticut 06067

Dear Mr. DiSette:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator for WCSU, my role is to promote awareness and needed guidance from the WCSU Office of Diversity and Equity to support your represented membership.

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Sincerely,

Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
Dear Mr. Chisem:

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OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/
Affirmative Action Commitment (REVISED)

Office of Diversity and Equity <ode@wcsu.edu>

Thu 4/21/2022 3:47 PM
To: Carl Chisem <ccchisem@ceu.i.org>

1 attachments (31 KB)
C. Chisem, President.pdf;

OFFICE OF DIVERSITY & EQUITY

Dear Mr. Chisem:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator at WCSU, my role is to promote awareness and provide available resources at WCSU's Office of Diversity and Equity to support your represented membership.

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CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/

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April 21, 2022

Sent via Email to echisem@ceui.org
Mr. Carl Chisem, President
Connecticut Employees Union Independent
110 Randolph Road
Middletown, Connecticut 06457

Dear Mr. Chisem:

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JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Affirmative Action Commitment

Office of Diversity and Equity <ode@wcsu.edu>

Thu 4/21/2022 4:00 PM
To: info@council4.org <info@council4.org>

1 attachments (31 KB)
J. Barr, Executive Director.pdf;

Dear Mr. Barr:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator at WCSU, my role is to promote awareness and provide available resources at WCSU’s Office of Diversity and Equity to support your represented membership.

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I look forward to working with your organization.

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Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/

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April 21, 2022

Sent via Email to info@council4.org
Mr. Jody Barr, Executive Director
AFSCME, CT Council 4
444 East Main Street
New Britain, Connecticut 06051

Dear Mr. Barr:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator for WCSU, my role is to promote awareness and needed guidance from the WCSU Office of Diversity and Equity to support your represented membership.

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Sincerely,

Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
April 21, 2022

Sent via Regular Mail
Connecticut Police & Fire Union
50 Columbus Boulevard, 3rd Floor
Hartford, Connecticut 06106

To Whom It May Concern:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator for WCSU, my role is to promote awareness and needed guidance from the WCSU Office of Diversity and Equity to support your represented membership.

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Sincerely,

Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
Dear Mrs. Woodward:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator at WCSU, my role is to promote awareness and provide available resources at WCSU’s Office of Diversity and Equity to support your represented membership.

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I look forward to working with your organization.

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Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/

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April 21, 2022

Sent by Email to woodwardr@wcsu.edu
Mrs. Rebecca Woodward, President
WCSU SUOAF-AFSCME
181 White Street
White Hall, Room 013
Danbury, Connecticut, 06810

Dear Mrs. Woodward:

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Jesenia Minier

JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER
Affirmative Action Commitment

Office of Diversity and Equity <ode@wcsu.edu>
Thu 4/21/2022 5:09 PM
To: Rotua Lumbantobing <lumbantobingr@wcsu.edu>

1 attachments (33 KB)
R. Lumbantobing, President.pdf;

OFFICE OF DIVERSITY & EQUITY

Dear Professor Lumbantobing:

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CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/

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April 21, 2022

Sent via Email to lumbantobingr@wcsu.edu
Professor Rotua Lumbantobing, President
WCSU-AAUP
181 White Street
Warner Hall, Room 205
Danbury, Connecticut 06810

Dear Professor Lumbantobing:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator for WCSU, my role is to promote awareness and needed guidance from the WCSU Office of Diversity and Equity to support your represented membership.

Affirmative Action programs play an essential role in ensuring a strong and diverse community by providing general information on accessibility, upward mobility and regulatory awareness to your represented membership. WCSU continues to maintain its status as an Affirmative Action/Equal Opportunity Employer. As a continued effort and at your discretion, you are invited to examine WCSU’s Affirmative Action Plan (“Plan”). On request, the WCSU Office of Diversity and Equity will be happy to make the Plan available for review, comment(s) and/or suggestion(s) from your organization and/or your represented members at any time.

In the month of January 2022, I reached out to your represented membership to speak about the University’s Affirmative Action commitment, extended an invitation for review and comment on the Plan as well as to promote events and/or available resources. If there is a need to discuss my actions moving forward, I would be happy to work with you and your staff to find a convenient time to meet virtually or in-person, if possible. If time does not permit, I am available for contact by email at minierj@wcsu.edu. I look forward to working with your organization.

Sincerely,

Jesenia Minier
JESENA MINIER, MPA
CHIEF DIVERSITY OFFICER

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Affirmative Action Commitment

Office of Diversity and Equity <ode@wcsu.edu>

Fri 4/22/2022 1:05 PM

To: Burkholder, Thomas (Chemistry) <Burkholder@ccsu.edu>

1 attachments (107 KB)

T. Burkholder, President.pdf;

OFFICE OF DIVERSITY & EQUITY

Dear Mr. Burkholder:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator at WCSU, my role is to promote awareness and provide available resources at WCSU’s Office of Diversity and Equity to support your represented membership.

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I look forward to working with your organization.

Sincerely,

Jesenia Minier
JESENA MINIER, MPA
CHIEF DIVERSITY OFFICER
OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Web: https://www.wcsu.edu/diversity/

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April 22, 2022

Sent via Email to burkholder@ccsu.edu.
Mr. Tom Burkholder, President
CCSU-AAUP Office
Marcus White Hall, Room 316-319-322
New Britain, Connecticut 06050

Dear Mr. Burkholder:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University’s (“WCSU” or “University”) Affirmative Action commitment. As the Chief Diversity Officer, ADA/504 and Title IX Coordinator for WCSU, my role is to promote awareness and needed guidance from the WCSU Office of Diversity and Equity to support your represented membership.

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Sincerely,

Jesenia Minier
JESENIA MINIER, MPA
CHIEF DIVERSITY OFFICER