

## **ASSIGNMENT OF RESPONSIBILITY AND MONITORING**

### **Section 46a-68-81**

#### **Appointing Authority**

Starting in January 2017, Zulma R. Toro, Ph. D., President of Central Connecticut State University, as appointing authority, had the ultimate responsibility for the establishment and enforcement of result-oriented Affirmative Action policies and practices. Pursuant to Public Act 87-253, Dr. Toro was responsible for the development, filing, and implementation of an Affirmative Action Plan in accordance with Affirmative Action Regulations of Connecticut State Agencies §§ 46a-68-75 through 46a-68-114, and shall be accountable for the program's success or failure.

The Chief Diversity Officer (CDO) is a full-time employee designated by the CCSU President to serve as CCSU's affirmative action officer. Ms. Rodríguez reports directly to the CCSU President. The Office of Diversity and Equity (ODE), which is supervised by Ms. Rodríguez, includes the Ruth Boyea Women's Center, which serves as an resource/advocate for women's rights on campus and the Office of Victim Advocacy (OVA), which serves as the Title IX trainer and advocate for victims of sexual harassment, including sexual assault, stalking and intimate partner violence. The Coordinator of the Ruth Boyea Women's Center, Ms. Jacqueline Cobbina-Boivin, and up until May 2018 the OVA Advocate was Ms. Sarah Dodd. ODE is currently conducting a search for the OVA Advocate with an anticipated hire in November 2018. Both of these positions report directly to the CDO.

The President assigns to several employees such duties and responsibilities necessary for the development and implementation of the affirmative action plan. To acquaint employees with their specific responsibilities under the Plan, CDO Rosa Rodríguez participates in regularly scheduled meetings that emphasize human relations and intergroup relations, non-discriminatory employment practices, the legal authority for affirmative action and the President's commitment to affirmative action, review of the affirmative action plan and identification of obstacles in meeting the goals of the plan.

#### **Affirmative Action (Office of Diversity and Equity) (100%)**

The Chief Diversity Officer, Rosa Rodríguez, has full-time responsibility for the management and implementation of the University's Affirmative Action Plan. She reports directly to the President as required in Affirmative Action Regulations. The Office of Diversity and Equity consists of Ms. Rodríguez, Ms. Sarah Dodd, the Associate to CDO, and three University Assistants: Mr. Nicholas D'Agostino, Ms. Sharon Gaddy, and Alberto Cifuentes, Jr.

Other responsibilities of the CDO and ODE staff include overseeing the unclassified hiring process to assure that the implementation of affirmative action procedures in the employment process through involvement in recruiting, interviewing, hiring, evaluating, promoting or counseling employees, including their counterparts throughout the academic and administrative structure. In addition, the ODE is responsible on a continuing basis for thorough knowledge of federal, state, and the University affirmative action requirements. In addition, the ODE assists with the classified hiring process.

#### **Specific Functions of the Chief Diversity Officer and ODE Staff**

1. To develop, coordinate, evaluate, monitor, report, and implement the Affirmative Action Plan, along with persons who have specific personnel responsibilities and to utilize a systematic procedure for monitoring all phases of the Affirmative Action Plan on a continuing basis.
2. To write, with appropriate consultation, any revisions of the Affirmative Action Plan and to communicate them, subject to the approval by the President, to the appropriate federal or state agency or office and to serve as principal contact with state and federal representatives in affirmative action reviews of the institution.

3. To initiate and maintain contact with recruiting sources and organizations serving members of protected classes, in conjunction with other members in the University community.
4. To review, analyze, and evaluate all reports and statistical data pertaining to the University's workforce for accuracy and progress made toward affirmative action goals as well as regarding the status of minorities and women.
5. To coordinate the implementation of the Affirmative Action Plan by all personnel named as having specific responsibilities and to assist all personnel involved in implementation of the Affirmative Action Plan through the development of written guidelines, resource files, orientation sessions, and individual advisement.
6. ODE staff meets with every search committee to train on the recruitment and search process including affirmative action guidelines and goals. For both classified and unclassified searches, ODE provides the committees with written affirmative goals.
7. The CDO meets with the President and the Vice Presidents /Chief Officers to review the affirmative action plan and all other issues related to affirmative action, equal opportunity and discrimination.
8. To mitigate any discriminatory conduct and investigate complaints of alleged discrimination.
9. The CDO leads the development and administration of diversity, sexual harassment and Title IX training.
10. The Chief Diversity Officer leads the newly established Employee Advisory Council whose responsibilities includes, but are not limited to, periodically reviewing goal achievement, developing strategies to meet affirmative action goals and diversify CCSU faculty and staff ranks, and making recommendations to ensure EEO/AA are foundations to CCSU's processes and procedures.

The Affirmative Action Plan does not allow for passive observation of potential or existing discriminatory practices. First line supervisors are responsible for ensuring that employees are aware of their rights and opportunities and managers or department heads are made aware of problems and areas of dissension. Managers and supervisors are, on a continual basis, monitored and evaluated on their affirmative action performance and, because affirmative action responsibilities are considered an assigned duty, failure to perform affirmative action duties can affect ratings and advancement.

#### **Office of Human Resource (HR) (10-20%)**

The Office of Human Resources is managed by Ms. Anna Suski-Lenczewski, Chief Human Resources Officer, and consisted of the following staff:

- Paula DeBarros Associate Director Employee & Labor Relations
- Mary Cavanaugh, University Human Resources Administrator
- Joanne Callahan, Assistant Director in Human Resources
- Kathy Callahan, Associate in Human Resources
- Olivia Roman, Associate in Human Resources
- Louise Olszewski, Assistant in Human Resources
- Doreen Revoir, Assistant in Human Resources
- Claudia Richards-Meade, Assistant in Human Resources

The CCSU human resources administrators (HRA) shall assist with the development, coordination, and implementation of human resources policy, practices and programs and provide effective advice and recommendations on proper human resources management practices, including ensuring that equal opportunity and affirmative action procedures in recruiting, hiring, interviewing, record keeping and evaluating progress are observed.

Other responsibilities of the HRAs and any other HR staff include assisting in the oversight of the classified hiring process to assure that the affirmative action procedures are implemented in the employment process through involvement in recruiting, interviewing, hiring, evaluating, promoting or counseling employees, including their counterparts throughout the academic and administrative

structure. In addition, the HR Office is responsible on a continuing basis for thorough knowledge of federal, state, and the University affirmative action requirements.

Human Resource staff assists the ODE with preparation of the Affirmative Action Plan e.g., organizational analysis, exit surveys, performance evaluation, training and career counseling, as well as Human Resource-related review and consultation, as appropriate.

#### **Deans, Managers, Supervisors and Search Chairs (5%)**

Deans, managers, supervisors, and department heads are held fully responsible for implementing those aspects of the affirmative action program related to their specific area of operation, including recruiting, interviewing, hiring, evaluating, promoting, and counseling teaching faculty, administrators and staff. Managers and supervisors are required to submit clear job descriptions, and to document the specific efforts made to recruit minorities and women, in accordance with the schedules indicated in the affirmative action hiring procedural guidelines. In addition, managers and supervisors understand that equal employment opportunity and affirmative action are: (1) consistent with good management and personnel principles; (2) a basic part of their job; and, (3) consistent with the concept of employment and promotion based on merit. Search chairs, managers and supervisors play an important role in the success of an affirmative action program, perhaps the crucial role. Through the use of fair employment practices, access to data, and immediate contact with possible sources of discrimination or problem areas in their units or divisions, managers and supervisors provide the grass roots perception of affirmative action and ensure that all employees are informed of the University's continuing commitment to affirmative action.

The University evaluates and monitors the affirmative action performance of all officials assigned affirmative action responsibilities. This includes deans, directors, department heads, and others with specific affirmative action responsibilities. The evaluation will be based on the individual's commitment to the effective management of a diverse workforce and the performance of their affirmative action duties will be considered in promotion and merit increase decisions.

#### **Employment Advisory Committee (Less than 5%)**

Pursuant to Section 46a-68-81(d), each agency of 100 or more employees shall consider the feasibility of establishing an employee advisory committee (EAC), which, if established, may consider any matter appropriate to the development and implementation of the affirmative action plan. During the 2016/2017 plan period, ODE established CCSU's first Employee Advisory Committee. The committee consists of a cross section of our campus including diversity in position, union, and demographics. The committee will receive training on the AA Plan/regulations, establish goals and objectives and continually be updated on policy and law updates as well as university goal achievement. While serving and acting on behalf of the EAC, the members contribute 100% of this time to EEO/AA responsibilities; however, this likely represents less than 5% of their overall job responsibilities.

In addition to the Employee Advisory Committee, the University would like to point out that there are campus committees, comprised of a diverse cross section of employees that continually address many affirmative action concerns as well as specific employee issues. These committees include: The College of Liberal and Social Sciences Diversity Committee, the AAUP Minority Recruitment and Retention Committee and the SUOAF-AFSCME Minority Recruitment and Mentoring Committee that address recruitment and retention of protected group members; the Safety and Health Committee; the Latin American Association; the African American Advisory Committee; the Facilities Planning Committee that looks at accessibility for persons with disabilities; the President's Advisory Committee for Students with Disabilities; the Committee on the Concerns of Women; the LGBT Advisory Committee; and the Faculty Senate Diversity Committee. Their members represent all campus community constituencies and are charged with creating a campus that is diverse, inclusive and welcoming.

CCSU maintains a list of the members of the above committee and they are identified by name, race, sex, position or position classification and approximate percentage of time devoted to such duties. Copies of all minutes of the committee meetings and of any recommendations made to the Chief Diversity Officer including whether the recommendations were accepted or rejected by the University, shall be likewise retained, as required by CCSU records retention schedules for state agencies.

No employee may be coerced, intimidated, or retaliated against by the University or any person for performing any affirmative action duties. Any person so aggrieved may file an internal complaint as well as file a complaint with state or federal enforcement agencies, such as the Commission on Human Rights and Opportunities and/or Equal Employment Opportunity Commission.

The University maintains a record of each person performing any duties relating to the development and implementation of the Affirmative Action Plan by name, job title, and percentage of time devoted to affirmative action duties and outline of specific responsibilities.

The University has developed an internal reporting system to continually audit, monitor and evaluate programs essential for a successful affirmative action plan. The University conducts an ongoing review and evaluation of the agency's progress towards the goals of the affirmative action plan. As each hire occurs, it is recorded in a summary of hires to review and address progress towards meeting affirmative action goals and the University's commitment to diversify its workforce. The Plan is reviewed with the University President and other administrators on an annual basis. Additionally the CDO informs other administrators on the progress of the goals during each recruiting period.

#### **ACTIVITIES DURING THIS REPORTING PERIOD**

In their annual self-report of the Management Performance Planning Evaluation, management and confidential personnel were required to evaluate their achievement in the area of developing a diverse workforce.

Managers and supervisors periodically audit, with the assistance of the Human Resources Office, training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

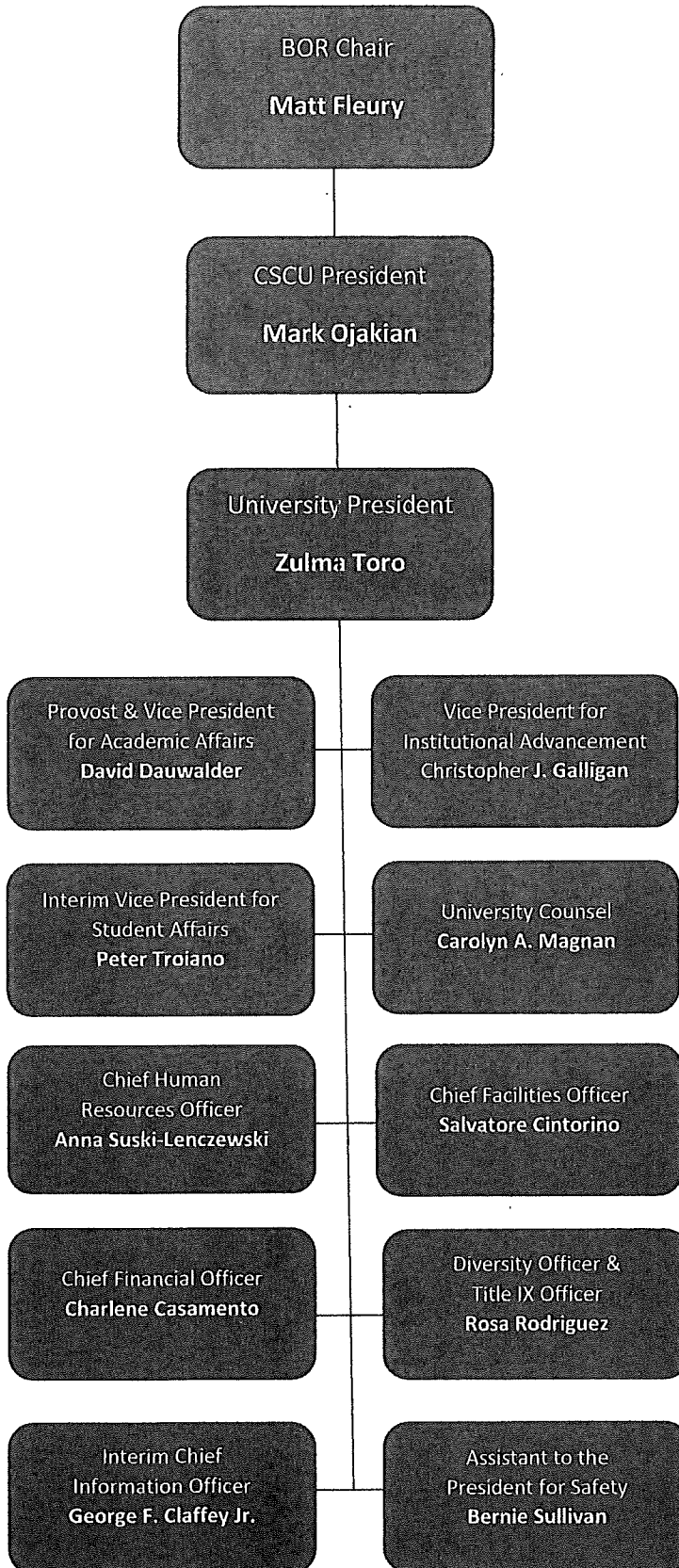
1. ODE distributed the annual notice all employees on March 19, 2018 (this can be located in the internal communication section of this Plan).
2. In December 2017, the Chief Diversity Officer (CDO) created and submitted a copy of the executive summary of the AA plan and related policy/procedural updates to the executive committee.
3. During the reporting period, the CDO was an active participant of the monthly executive staff meetings. During these meetings, Ms. Rodriguez discussed updates to policies, procedures, programming and developments on other issues related to EEO/AA and Title IX.
4. During the reporting period, ODE ensured that each building had the required EEO/Nondiscrimination and sexual harassment posters and those were properly displayed.
5. During the reporting period, the CDO regularly met with Deans, Supervisor, Managers and Administrators to discuss the recruitment and selection processes and procedures related to their respective areas.
6. During the reporting period, the CDO met regularly with the University President to discuss issues related to EEO/AA including but not limited to discussions regarding alleged violations of the university's non-discrimination in education and employment policy, sexual harassment policy, sexual assault prevention and awareness as well as issues related to the recruitment and selection of staff and faculty.
7. During the reporting period, the AAUP Minority Recruitment and Retention Committee and the SUOAF-AFSCME Minority Recruitment and Mentoring Committee that address recruitment and retention of protected group members; the Committee on the Concerns of Women; the LGBT

Advisory Committee; and the Faculty Senate Diversity Committee met regularly to develop procedures, policies and programming to increase awareness and cultural competency related to their target audience.

8. During the reporting period, ODE distributed more than 4,000 booklets and pamphlets containing the nondiscrimination and anti-harassment policies, resources and complaint procedures to students, faculty and staff.
9. Facilities provided by CCSU for employees are comparable for both sexes.
10. Minority and female employees are offered full opportunity and are encouraged to participate in all educational, training, recreational and social activities.
11. ODE staff met with every search committee for all searches addressed in the plan. During the AA plan period, Rosa Rodriguez met with all employees serving on search committees to charge them with their duties and responsibilities related to EEO/AA and the hiring processes. This year supervisors were asked to attend search charge meeting to discuss their expectations of the search. A copy of a search charge is included in the exhibits related to this section.
12. During the reporting period ODE, staff coordinated training regarding diversity and Title IX including sexual harassment. A full reporting on this training can be found in the internal section of this affirmative action plan.
13. Supervisors' work performance is evaluated based on their equal employment opportunity efforts and results, as well as their performance criteria.
14. Supervisors must take action to prevent harassment of employees placed through affirmative action efforts.
15. ODE advises and informs those individuals involved in the hiring and promotion process of their legal obligations and of the University's procedures for recruitment, hiring, interviewing, and counseling through written guidelines and orientation training. Each department monitors or has monitored all hiring and promotion actions.
16. ODE and the respective departments coordinate the communication of affirmative action information to all employees and applicants on a continuing basis.
17. Each department conducting a search completes, or has completed, all Equal Employment Opportunity or Affirmative Action forms.
18. Each department documents the search and selection procedure when a new employee is hired, in accordance with the search procedure.
19. Each major division works with community relations programs in efforts to improve the quality of relations between Central Connecticut State University and the outside community, minority organizations, women's organizations, organizations of and for persons with disabilities, organizations of and for disabled veterans and veterans of the Vietnam Era and community action groups.
20. Where appropriate, each department develops and coordinates additional plans as needed in areas other than employment, such as Title IX, student programs, financial aid, admissions, and career planning.
21. Each department advises its individual members of their specific area of responsibility for the implementation of the Affirmative Action program.

The ODE co-sponsored several events with the Ruth Boyea Women's Center, the Office of Victim Advocacy, the Committee on the Concerns of Women, the Center for Africana Studies, the African American Studies Program, the Caribbean and Latin American Studies Center, Latin American Student Organization, Center for International Education, and History Department. For example, these events include lectures about equity, affirmative action and social justice issues, and lectures by social activists. **A complete list of cultural events is available in Section 6. Internal Communication Supportive Materials.**

## Leadership of Major Divisions and Units

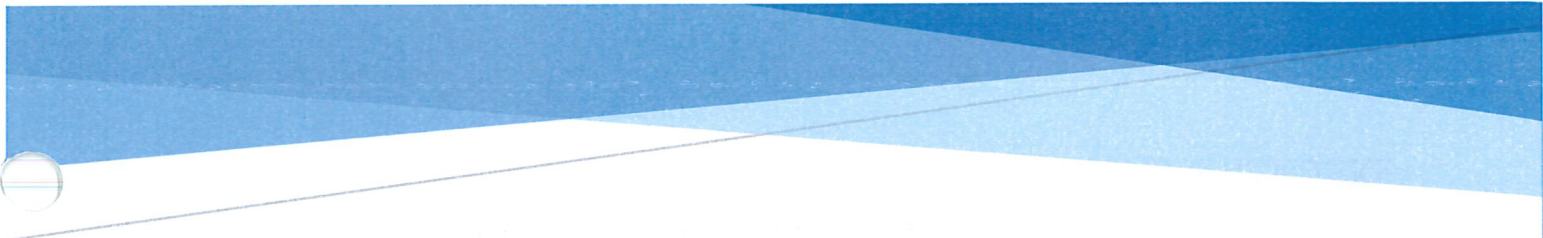


**2017/2018 CCSU Affirmative Action Employee Advisory Committee**

Last Name	First Name	Title	Department	School	Bargaining Unit	Email	Phone
Al-Masoud	Nidal	Professor	Engineering	SEST	AAUP	<a href="mailto:almasoudn@ccsu.edu">almasoudn@ccsu.edu</a>	860-832-1825
Ansarra	Michael	Sr. Associate Athletic Director/Athletics	HR	SUOAF		<a href="mailto:ansarra@ccsu.edu">ansarra@ccsu.edu</a>	860-832-3072
Cavanaugh	Mary	HR Administrator	HR	Mgmt		<a href="mailto:CavanaughM@ccsu.edu">CavanaughM@ccsu.edu</a>	860-832-1856
Cintorino	Salvador	Assistant Chief Administrative Affairs	Administrative Affairs	SUOAF		<a href="mailto:Cintorino@ccsu.edu">Cintorino@ccsu.edu</a>	860-832-1889
DiPlacido	Joanne	Associate Professor	Psychology	CLASS	AAUP	<a href="mailto:dipiacido@ccsu.edu">dipiacido@ccsu.edu</a>	860-832-3102
Farhat	Joseph	Professor	Finance	SOB	AAUP	<a href="mailto:farhatjob@ccsu.edu">farhatjob@ccsu.edu</a>	860-832-3187
Hall	Larry	Director of Admissions	UG Admissions	SUOAF		<a href="mailto:Hallah@ccsu.edu">Hallah@ccsu.edu</a>	860-832-2298
Lee-Partridge	Joo Eng	Professor	MIS	SOB	AAUP	<a href="mailto:LeePartridge@ccsu.edu">LeePartridge@ccsu.edu</a>	860-832-3163
Liard-Muriente	Carlos	Professor	Economics	CLASS	AAUP	<a href="mailto:liardcaf@ccsu.edu">liardcaf@ccsu.edu</a>	860-832-3732
Phillips	Evelyn	Professor	Anthropology	CLASS	AAUP	<a href="mailto:pPhillipsE@ccsu.edu">pPhillipsE@ccsu.edu</a>	860-832-2617
Simcik	Chris	Director of Administrative Information Technology	Information Technology	SUOAF		<a href="mailto:simcik@ccsu.edu">simcik@ccsu.edu</a>	860-832-1715
Open		Student Affairs					
Open		Clerical					
<b>ODE Staff</b>							
Rodriguez	Rosa	Chief Diversity & Title IX ODE	ODE	Mgmt		<a href="mailto:rosa.rodriquez@ccsu.edu">rosa.rodriquez@ccsu.edu</a>	860-832-0178
Dodd	Sarah	Associate in Diversity	ODE	Mgmt		<a href="mailto:sarahdodd@ccsu.edu">sarahdodd@ccsu.edu</a>	860-832-1653
Cifuentes Jr.	Alberto	Assistant in Diversity	ODE	Professional		<a href="mailto:acifuentes@ccsu.edu">acifuentes@ccsu.edu</a>	860-832-1652

Racial Demographics: 6W, 3B, 3H, 2O

Gender Demographics: 8M, 6F



CCSU

# 2018 AFFIRMATIVE ACTION PLAN

Executive Summary

## Abstract

The Affirmative Action Plan (AAP) is a comprehensive, results-oriented set of procedures and programs that details the University's strategy to eliminate discrimination; set forth a good faith effort to attain hiring, promotional, and programmatic goals; and achieve equal opportunity.

Office of Diversity and Equity

CCSU is an Affirmative Action and Equal Opportunity Employer and Educator.



## EXECUTIVE SUMMARY

The Office of Diversity and Equity (ODE) has completed the University's Affirmative Action Plan (AAP) per the Connecticut General Statutes 46a-68. The AAP is a comprehensive, results-oriented set of procedures and programs that details the University's strategy to eliminate discrimination, set forth a good faith effort to attain hiring, promotional, and programmatic goals; and achieve equal opportunity.

CCSU submits the AAP annually for review and approval by the Commission on Human Rights and Opportunities (CHRO). The CHRO reviews and evaluates the plan within 90 days to ensure that it contains all required elements and is in compliance. CHRO approved the 2017 AA Plan with no weaknesses noted based on CHRO Reviewer Neva Vigezzi's recommendation.

CCSU Full-time Workforce Statistics Table

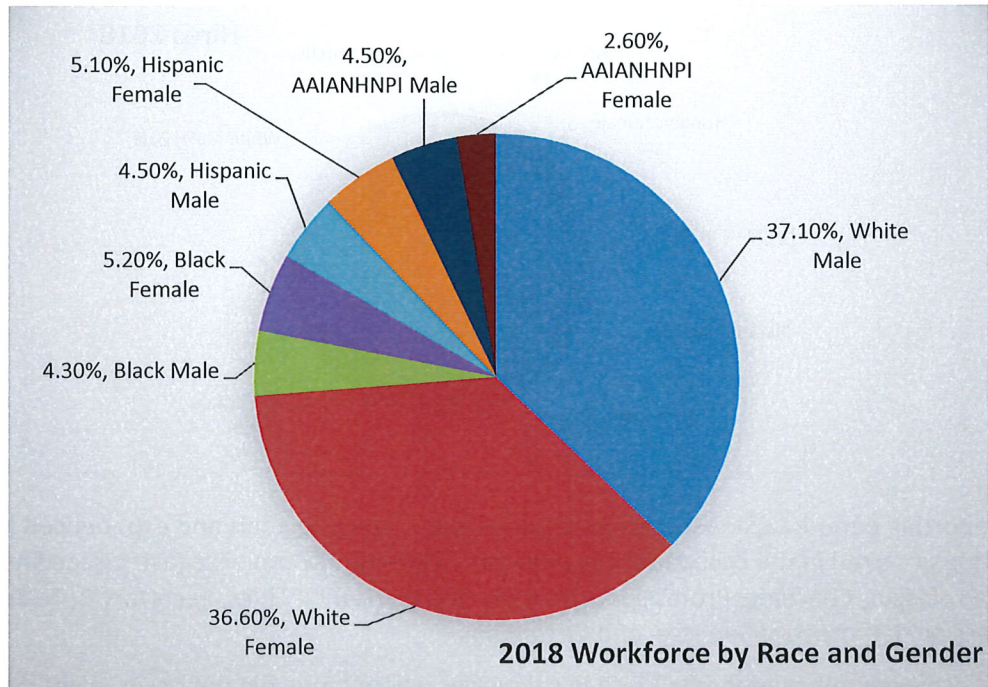
Category or Class	Grand Total	Total		White		Black		Hispanic		AAIANHNPI*		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Executive Management	26	16	10	10	6	5	0	1	4	0	0	
		61.5%	38.5%	38.5%	23.1%	19.2%	0.0%	3.8%	15.4%	0.0%	0.0%	
Faculty	403	225	178	162	138	12	13	14	11	37	16	
		55.8%	44.2%	40.2%	34.2%	3.0%	3.2%	3.5%	2.7%	9.2%	4.0%	
Coaching	28	22	6	18	6	4	0	0	0	0	0	
		78.6%	21.4%	64.3%	21.4%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	
Professional Non-Faculty	224	89	135	72	100	8	16	7	15	2	4	
		39.7%	60.3%	32.1%	44.6%	3.6%	7.1%	3.1%	6.7%	0.9%	1.8%	
Clerical Secretarial	88	8	80	3	56	2	14	2	9	1	1	
		9.1%	90.9%	3.4%	63.6%	2.3%	15.9%	2.3%	10.2%	1.1%	1.1%	
Tech/ Para Professional	17	7	10	5	5	0	2	2	1	0	2	
		41.2%	58.8%	29.4%	29.4%	0.0%	11.8%	11.8%	5.9%	0.0%	11.8%	
Skilled Crafts	11	10	1	10	1	0	0	0	0	0	0	
		90.9%	9.1%	90.9%	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Service Maintenance	65	51	14	39	9	4	0	8	5	0	0	
		78.5%	21.5%	60.0%	13.8%	6.2%	0.0%	12.3%	7.7%	0.0%	0.0%	
Protective Services	20	17	3	8	2	3	1	6	0	0	0	
		85.0%	15.0%	40.0%	10.0%	15.0%	5.0%	30.0%	0.0%	0.0%	0.0%	
<b>TOTALS</b>	<b>882</b>	<b>445</b>	<b>437</b>	<b>327</b>	<b>323</b>	<b>38</b>	<b>46</b>	<b>40</b>	<b>45</b>	<b>40</b>	<b>23</b>	
		100.0%	50.5%	49.5%	37.1%	36.6%	4.3%	5.2%	4.5%	5.1%	4.5%	2.6%

Note: Includes FT and permanent appointments, excluding PT, Special & Temporary/Emergency appointments.

\*Asian, American Indian, Alaskan Native, Hawaiian Native and Pacific Islander

Faculty special appointments, University Assistants, and Emergency hires, and graduate interns are not included in the full-time workforce.

## Workforce by Race and Gender Chart



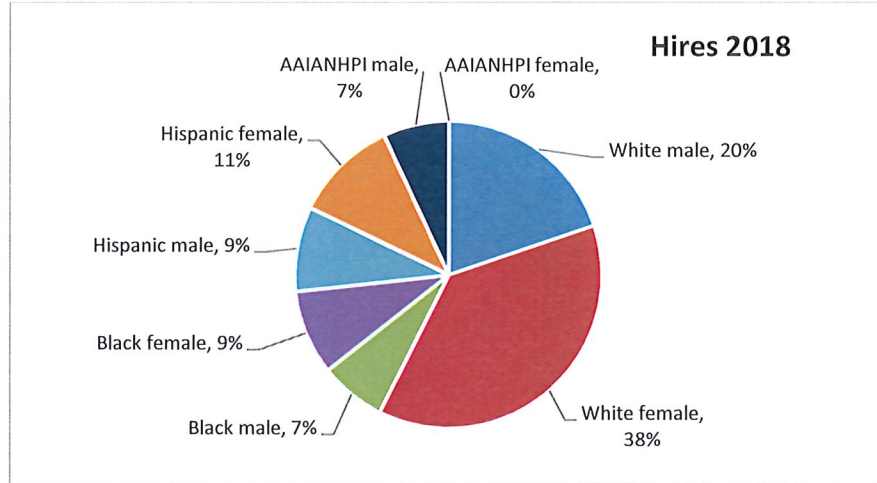
## ANALYSIS OF GOALS FOR 2017-2018

### Hiring Goals

This table includes only categories where hiring occurred. This excludes Professor, Skilled Crafts, and Service Maintenance Excluding Custodians.

EEO Category	White		Black		Hispanic		AAIANHNPI*		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Total
Executive	1	0	0	0	0	1	0	0	2
Associate Professor	0	0	0	0	1	0	0	0	1
Assistant Professor	1	5	0	1	1	2	3	0	13
Coaching	2	0	2	0	0	0	0	0	4
Prof. Non-faculty	3	8	1	2	0	1	0	0	15
Clerical All Titles	0	0	0	1	0	0	0	0	1
Secretary 2	0	1	0	0	0	0	0	0	1
Tech/Para Professional	1	0	0	0	0	0	0	0	1
Protective Services	1	1	0	0	1	0	0	0	3
Custodians	0	2	0	0	1	1	0	0	4
<b>Total</b>	<b>9</b>	<b>17</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>45</b>
Percentage	20%	38%	7%	9%	9%	11%	7%	0%	

### Hires Summary Chart



For this reporting period, CCSU established seventy-four (74) hiring goals and experienced forty-five (45) hires. Hiring occurred in the occupational categories of Executive Administrative, Associate Professor, Assistant Professor, Coaching, Professional Non-Faculty, Clerical All Titles, Secretary 2, Technical Paraprofessional, Protective Services, and Custodians.

Since goal achievement cannot take place in categories where hiring did not occur, eight (8) goals attributable to the categories of Professor [one (1) goal], Skilled Crafts [three (3) goals], and Service Maintenance, All Titles [four (4) goals] were not achievable and therefore only sixty-six (66) of the seventy-four (74) established goals were identified as achievable goals.

Of the forty-five (45) hires that occurred during this reporting period, twelve (12) or twenty-seven percent (27%) of all hires met established reachable hiring goals.

EEO Category	Hires	Goals	Goals Achieved	Percent of Goal Achievement
Executive Administrative	2	6	0	0%
Faculty	14	18	7	50%
Coaching	4	6	2	50%
Professional Non-Faculty	15	10	1	7%
Other Staff (Classified)	10	26	3	30%
<b>Total</b>	<b>45</b>	<b>66</b>	<b>12</b>	<b>27%</b>

Additionally, in its commitment to diversify the workforce, the University hired twenty-four (24) members of underrepresented groups<sup>1</sup> that did not meet established goals:

- One (1) diverse hire in the **Executive Administrator** category: One (1) Hispanic female.
- Seven (7) hires in the **Assistant Professor** category: One (1) White female; One (1) Black female; Two (2) Hispanic females; and Three (3) AAIANHNPI males.
- Eleven (11) diverse hires in the **Professional/Non-faculty** category: Eight (8) White females; Two (2) Black females; and One (1) Hispanic female.

<sup>1</sup> White Female hires in the categories of Clerical, All titles; Administrative Assistant; and Secretary 2 are not identified as diverse candidates as they are overly represented in these categories.

- One (1) diverse hire in the **Clerical All Titles**: One (1) Black female.
- One (1) diverse hire in **Protective Services**: One (1) Hispanic male.
- Three (3) diverse hires in the **Custodian category**: Two (2) White females and One (1) Hispanic female.

In all, thirty-six (36) out of the forty-five (45), or eighty (80%), were either goal candidates or candidates from historically underrepresented groups, including White females in non-clerical positions.

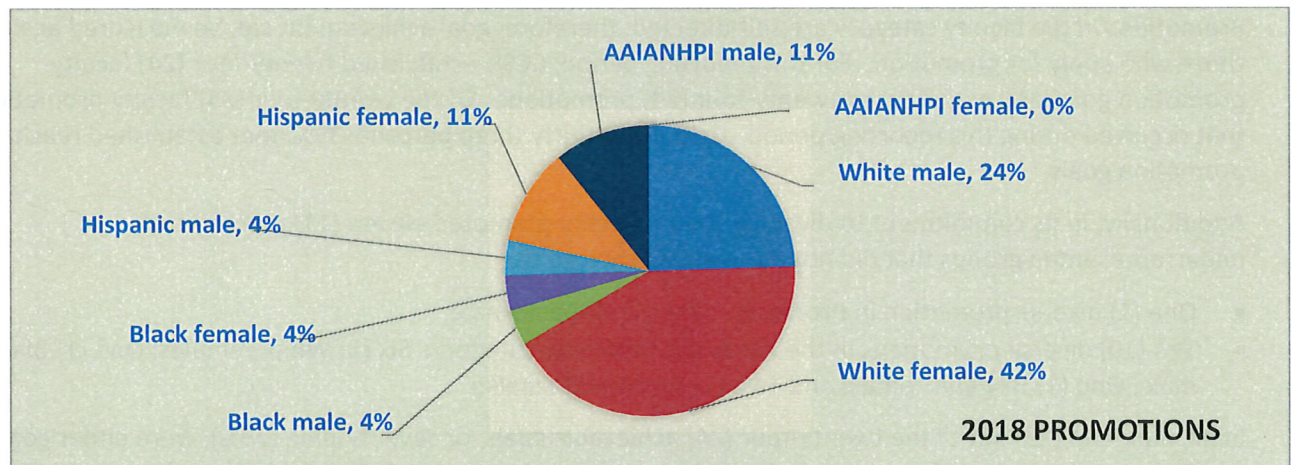
For a full explanation, see Section 46a-68-90, Goals Analysis.

### Promotional Goals

This table includes only categories where promotions occurred; excludes Assistant Professor, Protective Services, Custodians, and Skilled Crafts.

EEO Category	White		Black		Hispanic		AAIANHNP		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Executive	1	0	0	0	0	0	0	0	1
Professor	4	4	0	0	1	0	1	0	10
Associate Professor	1	6	1	1	0	3	2	0	14
Professional Non-faculty	1	1	0	0	0	0	0	0	2
Secretary 2	0	1	0	0	0	0	0	0	1
<b>Total</b>	<b>7</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>28</b>
Percentage	25%	43%	4%	4%	4%	11%	11%	0%	

Promotions Summary Chart



For this reporting period, CCSU established thirty (30) promotional goals and experienced twenty-eight (28) promotions. Promotions occurred in the occupational categories of Executive Administrative, Professor, Associate Professor, Professional Non-Faculty, and Secretary 2.

Since goal achievement cannot take place in categories where promotions did not occur, four (4) goals attributable to the categories of Clerical, All Titles [two (2) goals] and Service Maintenance, All Titles [two (2) goals] were not achievable and therefore only twenty-six (26) of the thirty (30) established goals were identified as achievable goals.

Of the twenty-eight (28) promotions that occurred during this reporting period, eight (8) or twenty-nine percent (29%) met established reachable promotional goals.

EEO Category	Promotions	Goals	Goals Achieved	Percent of Goal Achievement
Executive Administrative	1	1	0	0%
Faculty	24	24	8	33%
Professional Non-Faculty	2	0	0	0
Secretary 2	1	1	1	100%
<b>Total</b>	<b>28</b>	<b>26</b>	<b>8</b>	<b>29%</b>

Additionally, in its commitment to diversify the University promoted twelve (12) members of underrepresented groups<sup>2</sup> that did not meet established goals:

- One (1) diverse promotion in the **Professor** category: One (1) Hispanic male
- Ten (10) diverse promotions in the **Associate Professor** category: Six (6) White females; One (1) Black male, One (1) Hispanic female and Two (2) AAIANHNPI males
- One (1) diverse promotion in the **Professional/Non-faculty** category: One (1) White female

In all, twenty (20) out of the twenty-eight (28) promotions, or seventy-seven (77%), were either goal candidates or candidates from historically underrepresented groups including White females in non-clerical positions.

For a full explanation, see Section 46a-68-90, Goals Analysis.

### Summary of Faculty Promotions

Promotions in the faculty category are self-directed; therefore, goal achievement can be measured against those who apply for promotion. For this reporting period, CCSU established twenty-four (24) faculty promotion goals and experienced twenty-four (24) promotions. Of the twenty-four (24) faculty promotions that occurred during this reporting period, eight (8) or thirty three percent (33%) met established reachable promotion goals.

Additionally, in its commitment to diversify the University promoted eleven (11) members of underrepresented groups that did not meet established goals:

- One (1) diverse promotion in **Professor**: One (1) Hispanic male.
- Ten (10) diverse promotions in the **Associate Professor** category: Six (6) White females; One (1) Black male, One (1) Hispanic female and Two (2) AAIANHNPI males.

In all, nineteen (19) out of the twenty-four (24) achievable goals, or seventy-nine (79%), were either goal candidates or candidates from historically underrepresented groups including White females in non-clerical positions.

### Promotions to Professor

There were Thirteen (13) faculty members who applied for promotions to Professor: Four (4) White males; Five (5) White females; One (1) Black female; One (1) Hispanic male; and, Two (2) AAIANHNPI males.

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<sup>2</sup> \*White Female promotions in the categories of Clerical, All Titles and Secretary 2 were not identified as diverse candidates as they are overly represented in these categories.

Ten (10) applicants were recommended for promotions to Professor based on the evaluations of the Department Evaluation Committee (DEC), the deans, the Promotion and Tenure Committee (P&T), Provost and, the President: Four (4) White males, Four (4) White females, One (1) Hispanic male, and One (1) AAIANHNPI male. Of the Ten (10) promotions that occurred in this category, the University achieved four (4) White female and one (1) AAIANHNPI male established promotional goals.

Three (3) applicants were denied promotions: One (1) White female goal candidate, One (1) Black female, and One (1) AAIANHNPI male goal candidate were denied promotion because they failed to meet the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement.

Thus, out of the seven (7) applicants who were goal candidates, the University achieved five (5) goals: Four (4) White females and One (1) AAIANHNPI male.

Of the ten (10) promotions that occurred in the professor category, the university achieved five (5) established goals or fifty percent (50%). **Of these promotions, Six (6) or Sixty (60%) percent were either goal or diverse candidates.**

### Promotions to Associate Professors

There were Seventeen (17) faculty members who applied for promotions to Associate Professor: Two (2) White males; Seven (7) White females; One (1) Black male; Two (2) Black females; Three (3) Hispanic females; and Two (2) AAIANHNPI males.

Fourteen (14) applicants were recommended for promotions to Associate Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: One (1) White male, Six (6) White females; One (1) Black male; One (1) Black female, Three (3) Hispanic females; and Two (2) AAIANHNPI males. Of the Fourteen (14) promotions that occurred in this category, the University achieved One (1) Black female and two (2) Hispanic female established promotional goals.

One (1) White male, One (1) White female, and One (1) Black female goal candidate, were denied promotion because they failed to meet the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement.

Thus, out of the five (5) applicants who were goal candidates, the University achieved three (3) goals: One (1) Black female and Two (2) Hispanic females.

Of the fourteen (14) promotions that occurred in the Associate Professor category, the university achieved three (3) goals or twenty (21%) percent. Of these promotions, Thirteen (13) or Ninety-Three (93%) were either goal or diverse candidates.

## Hiring and Promotional Goals for 2017-18

The University has established hiring and/or promotional goals to remedy the underutilization of protected classes identified in the utilization analysis. Hiring goals are established for jobs usually filled through original appointment, and promotional goals are for jobs filled through an internal promotional appointment. The objective of hiring and promotional goals is to reach parity with the availability base of protected groups in relevant labor market areas.

A **goal** is a hiring or promotion objective, which the University must strive to obtain by demonstrating every good faith effort. Goals are set to remedy the underutilization of minorities and women in the workforce and must be established within a time frame designated.

The University has set its goals to be meaningful, measurable, and reasonably attainable. It is important to note, however, that state re-employment lists, SEBAC rights, and union contracts relating to transfers from

other agencies are in effect, and the University must consider those candidates for specific vacancies if they qualify.

### **HIRING AND PROMOTION GOALS**

Based on the **Section 46a-68-40, Utilization Analysis**, the University has established the following hiring and promotional goals for the period of August 1, 2018 through July 31, 2019.

#### **EXECUTIVE/ADMINISTRATIVE**

<b>Hiring</b>	<b>Promotional</b>
4 White Females	1 White Female
2 Black Females	
1 AAIANHNPI <sup>3</sup> Male	
1 AAIANHNPI Female	

#### **FACULTY**

##### **PROFESSOR**

<b>Hiring</b>	<b>Promotional</b>
1 White Female	14 White Females
	3 Hispanic Females
1 AAIANHNPI Male	5 AAIANHNPI Males

##### **ASSOCIATE PROFESSOR**

<b>Hiring</b>	<b>Promotional</b>
2 Black Females	1 Black Female
1 Hispanic Male	1 Hispanic Male
	1 Hispanic Female
2 AAIANHNPI Males	1 AAIANHNPI Male
2 AAIANHNPI Females	1 AAIANHNPI Female

##### **ASSISTANT PROFESSOR**

<b>Hiring</b>	<b>Promotional</b>
5 White Males	None
1 White Female	
1 Black Male	
1 Hispanic Male	
1 AAIANHNPI Female	

##### **COACHING**

<b>Hiring</b>	<b>Promotional</b>
1 Black Male	None
2 Black Females	
1 Hispanic Male	
1 Hispanic Female	
1 AAIANHNPI Male	

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<sup>3</sup> AAIANHNPI = ASIAN, AMERICAN INDIAN, ALASKA NATIVE, HAWAIIAN NATIVE, PACIFIC ISLANDER

**PROFESSIONAL/NON-FACULTY**

<b>Hiring</b>	<b>Promotional</b>
5 AAIANHNPI Males	None
5 AAIANHNPI Females	

**SECRETARIAL CLERICAL (Excluding SECRETARY 2)**

<b>Hiring</b>	<b>Promotional</b>
3 White Males	
2 Hispanic Females	1 Hispanic Female
1 AAIANHNPI Female	

**SECRETARIAL CLERICAL/SECRETARY 2**

<b>Hiring</b>	<b>Promotional</b>
1 White Male	None
3 Black Females	
1 Hispanic Male	

**TECHNICAL/PARAPROFESSIONAL**

<b>Hiring</b>	<b>Promotional</b>
3 White Females	None
1 Black Male	
1 Hispanic Female	

**PROTECTIVE SERVICES**

<b>Hiring</b>	<b>Promotional</b>
2 White Males	None
1 Black Female	
1 Hispanic Female	

**SKILLED CRAFTS**

<b>Hiring</b>	<b>Promotional</b>
1 Black Male	None
2 Hispanic Males	

**SERVICE MAINTENANCE (EXCLUDING CUSTODIANS)**

<b>Hiring</b>	<b>Promotional</b>
1 White Female	1 White Female
1 Black Male	
1 Hispanic Male	1 Hispanic Male
1 AAIANHNPI Male	

**SERVICE MAINTENANCE/CUSTODIANS**

<b>Hiring</b>	<b>Promotional</b>
3 Black Males	None
3 Black Females	
1 Hispanic Male	
1 AAIANHNPI Male	



## Other Program Goals

### Other Program Goals for 2018-2019

The University did not identify any employment policy or practice that adversely affects any minority group candidates, including physically disabled or older persons. The University will, however, continue to take a critical look at its employment processes and if disparities occur, the University will initiate a goal to remove such impact and improve the processes. In order to foster a campus climate of inclusion and diversity, to ensure equal rights for all the various groups that make up the University community and to educate our students toward appreciation for diversity, the University will:

#### 1. Recruitment & Equitable Search Process

##### Classified Search Process

HR and ODE will identify other recruitment sources for classified positions especially for skilled crafts, custodians, and service maintenance.

**Completion Date:** July 2019

**Responsible Person(s):** Chief Diversity Officer and Chief Human Resources Officer

#### 2. Promotion of Equal Opportunity and Harassment-free Workplace

##### Training

- ODE will establish a training focused specifically on implicit bias in the workplace and offer it, as part of Diversity Training, on an annual basis. All employees will be invited to attend, but supervisors, administrators and department chairs will be especially targeted.
- ODE will provide sexual harassment training to all members of the CCSU Police Department.
- ODE will provide new, comprehensive online Title IX (sexual misconduct, sexual harassment) training for employees, graduate students and undergraduate students.

**Completion Date:** July 2019

**Responsible Person(s):** Chief Diversity Officer; Associate in Diversity and Equity, Chief Human Resources Officer; Provost; Victim Advocate; Vice President of Student Affairs.

#### 3. Foster a Safe and Inclusive Work Climate

##### Utilize recommendations from the CCSU Task Force on Sexual Misconduct, Bullying and Campus Climate to improve Diversity and Equity procedures and training

The President of CCSU established a Task Force whose mission is to review campus processes and procedures related to complaints of sexual misconduct, examine programmatic initiatives and identify recommendations. A report will be provided to the university community in December 2018. Diversity and Equity will review these recommendations and use them to improve complaint procedures and training.

**Completion Date:** May 2019

**Responsible Person(s):** Chief Diversity Officer; Chief Human Resources Officer; Associate in Diversity and Equity

## Cooperation with Other Agencies

When the cooperation of another agency is essential to the implementation of a program goal, CCSU will maintain a record of each instance of contact with the agency and the outcome of the request.

**AFFIRMATIVE ACTION PROGRAM EVALUATION  
FOR AUGUST 1, 2017 – JULY 31, 2018**

**CCSU Executive Committee Response**

**DIRECTIONS:** Please read each statement carefully before responding. Your answers are requested in order to evaluate the Affirmative Action Program for this reporting period in accordance with Section 46a-68-81: Assignment of Responsibility and Monitoring of the Regulations of Connecticut State Agencies.

Return completed questionnaire by Monday, October 16, 2016 to: Rosa Rodriguez, Chief Diversity Officer via email: [rosa.rodriguez@ccsu.edu](mailto:rosa.rodriguez@ccsu.edu)

	YES	NO
1. I am familiar with the agency's affirmative action hiring, promotional and program goals and objectives.	15	
2. I am aware of my responsibility to assist in reaching the affirmative action goals of the agency when an opportunity to hire and promote occurs.	15	
3. I am aware of the Central Connecticut State University policy pertaining to Sexual Harassment and my responsibility to assure its implementation.	15	
4. Affirmative action/equal opportunity policies, goals and objectives of the Affirmative Action Plan are distributed to all employees once a year through electronic mail and a hard copy to those employees who do not have access to electronic mail.	15	
5. I am aware of the grievance procedure relating to complaints of alleged discrimination.	15	
6. I am aware of whom to contact for assistance with affirmative action concerns and issues.	15	

**NOTE:** Under subsection (a) of Section 46a-68-81 of the Regulations of Connecticut State Agencies, written comments regarding the plan are required from the appointing authority and the affirmative action officer. Deans, Directors, Academic and Administrative Department Chairs are encouraged to provide written comments.

**Central Connecticut State University**  
**Charge of the Search Committee**

**Position:** Provost and Vice President for Academic Affairs      **Search #:** C18-008

**General issues**

1. Search committee liability: it is possible, and has happened here, that search committee members can be sued in their individual and official capacities. Under Connecticut law, state employees are entitled to representation by the Attorney General's Office and indemnification by the state where their actions within the scope of employment or discharge of duties for damage or injury are "not wanton, reckless or malicious..." Conduct that is merely negligent comes within the statutory protection.
  2. The committee must meet as a whole throughout the search and must conduct its deliberations within the meetings. Do not discuss anything related to the search, either with members or non-members of the committee, except when the committee is formally meeting. If you E-mail information regarding the search, all of the committee should be copied.
  3. Each applicant must receive an individualized and complete review of his/her qualifications as compared to the job advertisement. If there are general terms in the advertisement that need further clarification, those standards must be set out before reviewing the applications. For example, the ad requires "teaching experience" without further definition. The committee needs to describe the skill set and scope that term is meant to capture, rather than the jobs that might suffice.
  4. All members of the committee must use the same standards to evaluate the applicants. Again, decide before looking at the applications, as that helps to insulate the committee from charges of bias or favoritism.
  5. Members of the committee should disclose to each other if they know any of the applicants in the pool and how they know of them, or about them. If a member feels that he or she cannot be objective about a candidate, he or she should recuse him or herself from the committee.
  6. Master file: The search chair should maintain clean originals and make copies for the committee members. There must be no notes or writing of any kind on the original materials.
  7. By state and federal law, the official, or master, search file must be maintained in a secure and accessible location for a minimum of three years. The Office of Diversity and Equity maintains the AA search file, but the official (or master) file, containing all application materials from all applicants (whether or not qualified) should be maintained by the hiring department chair.
  8. The search chair should contemporaneously document all of committee's decisions, including standards to be applied and the committee's action for each applicant which will become part of the master file. Only committee decisions should be recorded on the minutes. Internal discussions or procedural matters should not be kept in record.
- I. AAP-2: Affirmative Action search plan**
1. The committee should develop an advertisement that is specific but inclusive. Note that you must evaluate all applicants by comparing their qualifications to those listed in your ad. Your evaluation should be thorough and fair, treating all applicants equally.

2. The advertisement is not a job description. It contains a list of minimal and preferred qualifications necessary to do the job. Remember, any applicant with all the minimal qualification should be, in theory, able to perform the job.
  3. Weight carefully the minimal qualifications, and be inclusive. Try not to include qualifications that will unnecessarily exclude potential qualified applicants. For example, if you say "5 years' experience" as a minimal qualification, think: why five? Is this really the minimum necessary? Would four do just as well, but broaden my pool?
  4. For the most part, the preferred qualifications will differentiate the minimally qualified from your finalists. List qualifications that are specific and objective.
  5. Recruitment is the most important tool we have to increase diversity. Make sure to include AT LEAST two sources of advertisements that are specifically targeted to historically underrepresented groups in the position's field. Also, include proactive recruitment measures as part of your plan.
  6. Once the advertisement is completed and approved by the committee and relevant supervisors, Human Resources will post your ad in one major advertisement source. Other sources must be paid and placed by the department, the dean's office, or the academic division. The bargaining units' minority recruitment committees may have available funds for advertisement and recruitment. The Office of Diversity and Equity DOES NOT have any available funds for advertisement.
- II. AAP-3: The advertisement has yielded a pool of applicants that the committee needs to review, comparing the applicants' qualifications to those specified in the advertisement.
1. When completing this form, the members must articulate their reasons for voting each individual applicant into the categories and must challenge those reasons that appear unsupported.
  2. Pre-Screening-all or none within each category. Applicants within a category must be treated the same. For example, if one is called about missing materials, all must be called who are similarly situated.
  3. Each applicant must have a reason-factual and not conclusory, based on the job ad-for why she or he is placed in a category.
  4. The **Not Qualified** category is intended for those applicants who do not meet the required elements of the job qualifications. Failure of an applicant to meet any one of the required qualifications should result in placement in the Not Qualified category unless, on the judgment of the committee, the applicant possesses substantially comparable qualifications. The minimum requirement that the applicant has not met should be stated under the Reason column. Regret letters may be sent to those applicants once the AAP-3 is fully signed.
  5. The **Minimally Qualified** category lists those applicants who meet all the minimum requirements, but, based on the paper review and on the judgment of the committee, are not the preferred candidates to be considered finalists. State the factual reasons for placement in the Minimally Qualified category based on the ad and the standards the committee set in advance. For example, if the preference is for someone who has supervised students in field placements and the applicant has no such experience.

6. Then separate the **Finalists** from the Minimally Qualified-apply the standards the committee set-the committee is to work towards speaking with one voice, either unanimously or consensus, at the end. Special attention should be placed on Affirmative Action target candidates.
7. This is a paper review process for the most part. If an applicant is known to the committee (e.g., because of serving a special appointment or other University employment), that information should have limited effect -in other words, if he or she is minimally qualified based on the paper review, but the committee would like to interview him/her based on personal knowledge of the applicant, the person still should go into minimally qualified and not the finalist category.
8. Is the pool the size expected? If not, why not? What should be done to increase the size of the pool? Is there a qualification that acts to exclude otherwise qualified applicants? It is permissible to re-advertise and extend a search if the committee feels it is necessary to attain a larger and more diverse pool of applicants.
9. Is the pool apparently diverse in gender? Race/Ethnicity? If not, why? What else can be done to diversify the pool?
  - The Priority Targets for EE01 Administrators are White female, Black female, and AAIANHNPI male and female.

The Office of Diversity and Equity will provide demographic information to the committee when the AAP3 is submitted about the applicant pool.

(\*AAIANHNPI = Asian, American Indian, Alaska Native, Hawaiian Native, Pacific Islander)

10. Do not interview anyone until this form is completely approved. The Office of Diversity and Equity may not approve an AAP3 form if the pool of finalists does not include an applicant from the target group.
11. If you have candidates from outside the local area, telephone interviews must be conducted. After telephone interviews are conducted, the search committee will conduct telephone reference of the candidates that are still being considered for the on-campus interviews. Once this has been done, please email the Office of Diversity the names of the candidates who will be invited for the final on-campus interviews. You will receive a final approval to proceed via email.

### III. Interviews (Telephone and On-campus Interviews):

1. Read through the "Hiring and Search Manual" before beginning to interview. (<http://www.ccsu.edu/page.cfm?p=4176> ). Stop interviewees from offering information we don't want to know. Frame your questions carefully.
2. All interviewees are asked the same basic questions.
3. The search committee members must agree ahead of time on the criteria used and the weight to be given to each question.
4. If you didn't sit through all the interviews, your ability to vote for candidates is limited. With their consent, candidates might be video or audio recorded, and the recordings shared with members of the committee.

5. At the end of the interviews, the committee now has considerable objective and subjective information. Articulate the committee's decisions for each interviewee. Be factual, weigh the relative strengths and weaknesses of each.
6. Put those decisions into a memo to the hiring manager.

**IV. AAP-4 form:**

1. Fill out the unranked candidates' names only.
2. Attach the memo to the hiring manager. The memo must address all the finalists that were listed on the AAP3.
3. Do not make any conditional offers to candidates until this form has been fully signed.
4. If the hiring manager asks the committee to make a conditional offer to a candidate, document all conversation with the candidate, contemporaneously, and file them in the master search file.
5. Regret letters should be sent to the minimally qualified and the non-selected finalists.
6. Be very clear that the offer is conditional upon the results of a background check and final approval of the President, and put that in writing.

10/28/18  
Edited

**Central Connecticut State University**  
**Charge of the Search Committee**

**Position:** Custodians **Search Number:** C18-005

**General issues**

1. Search committee liability: it is possible, and has happened here, that search committee members can be sued in their individual and official capacities. Under Connecticut law, state employees are entitled to representation by the Attorney General's Office and indemnification by the state where their actions within the scope of employment or discharge of duties for damage or injury are "not wanton, reckless or malicious..." Conduct that is merely negligent comes within the statutory protection.
  2. The committee must meet as a whole throughout the search and must conduct its deliberations within the meetings. Do not discuss anything related to the search, either with members or non-members of the committee, except when the committee is formally meeting. If you E-mail information regarding the search, all of the committee should be copied.
  3. Each applicant must receive an individualized and complete review of his/her qualifications as compared to the job advertisement. If there are general terms in the advertisement that need further clarification, those standards must be set out before reviewing the applications. For example, the ad requires "teaching experience" without further definition. The committee needs to describe the skill set and scope that term is meant to capture, rather than the jobs that might suffice.
  4. All members of the committee must use the same standards to evaluate the applicants. Again, decide before looking at the applications, as that helps to insulate the committee from charges of bias or favoritism.
  5. Members of the committee should disclose to each other if they know any of the applicants in the pool and how they know of them, or about them. If a member feels that he or she cannot be objective about a candidate, he or she should recuse him or herself from the committee.
  6. Master file: The search chair should maintain clean originals and make copies for the committee members. There must be no notes or writing of any kind on the original materials.
  7. By state and federal law, the official, or master, search file must be maintained in a secure and accessible location for a minimum of 3 years. The Office of Diversity and Equity maintains the AA search file, but the official (or master) file, containing all application materials from all applicants (whether or not qualified) should be maintained by the hiring department chair.
  8. The search chair should contemporaneously document all of committee's decisions, including standards to be applied and the committee's action for each applicant which will become part of the master file. Only committee decisions should be recorded on the minutes. Internal discussions or procedural matters should not be kept in record.
- I. AAP-2: Affirmative Action search plan (Classified searches handled by HR)**
1. The committee should develop an advertisement that is specific but inclusive. Note that you must evaluate all applicants by comparing their qualifications to those listed in your ad. Your evaluation should be thorough and fair, treating all applicants equally.

2. The advertisement is not a job description. It contains a list of minimal and preferred qualifications necessary to do the job. Remember, any applicant with all the minimal qualification should be, in theory, able to perform the job.
  3. Weight carefully the minimal qualifications, and be inclusive. Try not to include qualifications that will unnecessarily exclude potential qualified applicants. For example, if you say "5 years' experience" as a minimal qualification, think: why five? Is this really the minimum necessary? Would four do just as well, but broaden my pool?
  4. For the most part, the preferred qualifications will differentiate the minimally qualified from your finalists. List qualifications that is specific and objective.
  5. Recruitment is the most important tool we have to increase diversity. Make sure to include AT LEAST two sources of advertisements that are specifically targeted to historically underrepresented groups in the position's field. Also, include proactive recruitment measures as part of your plan.
  6. Once the advertisement is completed and approved by the committee and relevant supervisors, Human Resources will post your ad in one major advertisement source. Other sources must be paid and placed by the department, the dean's office or the academic division. The bargaining units' minority recruitment committees may have available funds for advertisement and recruitment. The Office of Diversity and Equity DOES NOT have any available funds for advertisement.
- II. **AAP-3/C-1:** The advertisement has yielded a pool of applicants that the committee needs to review, comparing the applicants' qualifications to those specified in the advertisement.
1. When completing this form, the members must articulate their reasons for voting each individual applicant into the categories and must challenge those reasons that appear unsupported.
  2. Pre-Screening-all or none within each category. Applicants within a category must be treated the same. For example, if one is called about missing materials, all must be called who are similarly situated.
  3. Each applicant must have a reason-factual and not conclusory, based on the job ad-for why she or he is placed in a category.
  4. The **Not Qualified** category is intended for those applicants who do not meet the required elements of the job qualifications. Failure of an applicant to meet any one of the required qualifications should result in placement in the Not Qualified category unless, on the judgment of the committee, the applicant possesses substantially comparable qualifications. The minimum requirement that the applicant has not met should be stated under the Reason column. Letters may be sent to those applicants once the AAP-3/C-1 is fully signed.
  5. The **Minimally Qualified** category lists those applicants who meet all the minimum requirements, but, based on the paper review and on the judgment of the committee, are not the preferred candidates to be considered finalists. State the factual reasons for placement in the Minimally Qualified category based on the ad and the standards the committee set in advance. For example, if the preference is for someone who has supervised students in field placements and the applicant has no such experience.



6. Then separate the **Finalists** from the Minimally Qualified-apply the standards the committee set-the committee is to work towards speaking with one voice, either unanimously or consensus, at the end. Special attention should be placed on Affirmative Action target candidates.
7. This is a paper review process for the most part. If an applicant is known to the committee (e.g., because of serving a special appointment or other University employment), that information should have limited effect -in other words, if he or she is minimally qualified based on the paper review, but the committee would like to interview him/her based on personal knowledge of the applicant, the person still should go into minimally qualified and not the finalist category.
8. Is the pool the size expected? If not, why not? What should be done to increase the size of the pool? Is there a qualification that acts to exclude otherwise qualified applicants? It is permissible to re-advertise and extend a search if the committee feels it is necessary to attain a larger and more diverse pool of applicants.
9. Is the pool apparently diverse in gender? Race/Ethnicity? If not, why? What else can be done to diversify the pool? The **Priority Target** for this search is a **White Male, Hispanic Female, AAIANHNPI\* Female**. The Office of Diversity and Equity will provide demographic information to the committee when the AAP3/C-1 is submitted about the candidate. (\*AAIANHNPI = Asian, American Indian, Alaska Native, Hawaiian Native, Pacific Islander)
10. Do not interview anyone until this form is completely approved. The Office of Diversity and Equity might reject an AAP3/C-1 form if the pool of finalists does not include an applicant from the target group.
11. If you have candidates from outside the local area, telephone interviews must be conducted. After telephone interviews are conducted, the search committee will conduct telephone reference of the candidates that are still being considered for the on-campus interviews. Once this has been done, please email the Office of Diversity the names of the candidates who will be invited for the final on-campus interviews. You will receive a final approval to proceed via email.

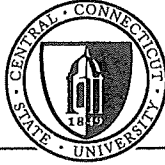
### III. Interviews (Telephone and On-campus Interviews):

1. Read through the "Hiring and Search Manual" before beginning to interview. (<http://www.ccsu.edu/page.cfm?p=4176> ). Stop interviewees from offering information we don't want to know. Frame your questions carefully.
2. All interviewees are asked the same basic questions.
3. The search committee members must agree ahead of time on the criteria used and the weight to be given to each question.
4. If you didn't sit through all the interviews, your ability to vote for candidates is limited. With their consent, candidates might be video or audio recorded, and the recordings shared with members of the committee.
5. At the end of the interviews, the committee now has considerable objective and subjective information. Articulate the committee's decisions for each interviewee. Be factual, weigh the relative strengths and weaknesses of each.
6. Put those decisions into a memo to the hiring manager.

**IV. AAP-4/C-2 form:**

1. Fill out the unranked candidates' names only.
2. Attach the memo to the hiring manager. The memo must address all the finalists that were listed on the AAP3/C-1.
3. Do not make any conditional offers to candidates until this form has been fully signed.
4. If the hiring manager asks the committee to make a conditional offer to a candidate, document all conversation with the candidate, contemporaneously, and file them in the master search file.
5. Be very clear that the offer is conditional upon the results of a background check and final approval of the President, and put that in writing.

10/28/18  
Edited



Central Connecticut State University

**TO:** Steve VanVoorhis, Assistant Director for Facilities  
**CC:** Mary Cavanaugh, Human Resource Administrator  
 Rosa Rodriguez, Chief Diversity Officer  
 File  
**FROM:** Nicholas D'Agostino, Associate in Diversity and Equity  
**DATE:** August 18, 2017  
**RE:** C18-005 – Custodians – Hiring Goals

The Office of Diversity & Equity has received notice of your intent to fill four Custodian positions in your department. The hiring goals for this position are listed below. Please refer to these goals when making a recommendation for hire and/or promotion. It is very important that every good faith effort is made to achieve goals when the opportunity occurs.

HIRING GOALS	PROMOTIONAL GOALS
Black male Black female Hispanic male AAIANHNPI* male	N/A

The next steps in the process are as follows:

1. Form a search committee and schedule a search charge meeting with our office by calling 860-832-1652.
2. The Human Resources Office will provide you with an initial list of candidates that are eligible for consideration. Once you have reviewed the eligible candidates and narrowed down the pool, you will submit the AAP C-1 for approval. **Please note: The AAP C-1 must be approved prior to scheduling interviews.**
3. The next step would be to interview all semi-finalists and submit the **AAP C-2** to the Office of Diversity & Equity for approval, including a justification for the recommended candidate and an assessment of all candidates interviewed. **Please note: the AAP C-2 justification must be approved by the Office of Diversity and Equity before Human Resources can complete the process and make an offer of employment to the selected candidate.**

If you have any questions regarding this information, contact the Office of Diversity and Equity at 860-832-1653.

\*AAIANHNPI = ASIAN, AMERICAN INDIAN, ALASKA NATIVE, HAWAIIAN NATIVE, PACIFIC ISLANDER

**AFFIRMATIVE ACTION SEARCH PLAN**

Department \_\_\_\_\_

Position  
Title/Rank \_\_\_\_\_

INSTRUCTIONS: See pages 15-17 of the **Hiring and Search Manual**. The Office of Diversity and Equity and/or Human Resources may make necessary editorial changes to draft advertisements to ensure consistency, conformance with AA requirements, and space. After approval of the Search Plan, Human Resources will place the advertisements.

**ADVERTISING SOURCES:**

*(Recommended newspapers, journals, websites)*

Banner index to be charged:

*All instructional and library faculty positions will be posted on the following websites: The Chronicle of Higher Education, Diversejobs.net and Higheredjobs.com*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ADDITIONAL SEARCH COMMITTEE RECRUITMENT EFFORTS:**

*(e.g.; ListSrvs; e-mail distribution lists; mailing lists, attendance at conferences, networking, etc.)*

_____
_____
_____

**PROPOSED SEARCH COMMITTEE:** *(Must include a member of an underrepresented group)*

Race/Ethnicity: W = White B = Black H = Hispanic O = Other U = Unknown

		Gender	Race/ Ethnicity		Gender	Race/ Ethnicity
1	Chair	_____	_____	4	_____	_____
2	_____	_____	_____	5	_____	_____
3	_____	_____	_____	6	_____	_____

**Approvals:**

1 _____ Department Head	Date _____	2 _____ Dean/Director	Date _____
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3 _____ Executive Officer	Date _____	4 _____ Chief Diversity Officer or designee	Date _____
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**AUTHORIZATION TO INTERVIEW/RECRUITMENT EFFORTS**

Search # \_\_\_\_\_

Dept:	Position Title:	PCN:
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Instructions: See pages 17 - 22 of the Hiring and Search Manual. Do not conduct interviews until this form has been completely approved. PLEASE ENCLOSE ALL CANDIDATES RESUMES.

**FINALISTS---resumes must be attached**

For office use only				
<u>LAST</u>	<u>FIRST</u>	<u>Race</u>	<u>Gender</u>	<u>REASON</u>
				Meets the required and the following preferred qualifications:

Race/Ethnic Code:      W = White   B = Black   H = Hispanic      O = Other      U = Unknown

**APPROVALS:**

1	Search Chair	Date	Comments
2	Pres./VP/Dean/Director	Date	Comments
3	Chief Diversity Officer	Date	Comments

**NOTE:** In addition to the hard copy, please submit an electronic copy to [rosa.rodriguez@ccsu.edu](mailto:rosa.rodriguez@ccsu.edu).  
Rev. 11/12

Search #

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**MINIMALLY QUALIFIED -- resumes must be attached**

For office use only

<u>LAST</u>	<u>FIRST</u>	<u>Race</u>	<u>Gender</u>	<u>REASON</u>
				Meets the required and the following preferred qualifications:

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Search # \_\_\_\_\_

**RECOMMENDED CANDIDATES**

Department \_\_\_\_\_ Position Title/Rank \_\_\_\_\_

**INSTRUCTIONS:** See pages 31-32 of the **Hiring and Search Manual**.

**RECOMMENDED CANDIDATE(S)**

A **memorandum** summarizing the search committee's assessment of all candidates listed as finalists in the AAP 3 or candidates interviewed must be attached. List the committee's recommended (unranked) candidates below.

Name of Recommended Candidate (For search committee use)	Gender/ Race/Ethnicity (For ODE office use only.)	Recommended Salary (To be completed by the hiring manager)	Recommended Start Date	Special Terms/Conditions (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**RACE/ETHNICITY:**    **W** = White    **B** = Black    **H** = Hispanic    **O** = Other    **U** = Unknown

**Reference checks having been completed for all recommended candidates.**

\_\_\_\_\_  
Search Chair Signature Date

**Approvals:**

\_\_\_\_\_  
Director/Dean Date

\_\_\_\_\_  
Executive Officer Date

\_\_\_\_\_  
Chief Diversity Officer Date

\_\_\_\_\_  
Chief Human Resources Officer Date



University-Wide Committtees

<u>Committee</u>	<u>Department</u>	<u>Senator</u>
<b>Faculty Diversity Committee</b>		
Diversity Committee		Amaya-Bower, L.
Diversity Committee		Bishop, J. <b>Chair</b>
Diversity Committee		Broyld, D.
Diversity Committee		Chiang, K.
Diversity Committee		Clark, B.
Diversity Committee		Cubellis, M.
Diversity Committee		York, C.
Diversity Committee		Fox, C.
Diversity Committee		French, J.
Diversity Committee		Fuentes, R.
Diversity Committee		Gagnon, A.
Diversity Committee		Hanford, D.
Diversity Committee		Johnson, S.
Diversity Committee		Kahirdeh, A.
Diversity Committee		Kaymaz, O.
Diversity Committee		Keazer, L.
Diversity Committee		Kennedy, J.
Diversity Committee		Kruiy, M.
Diversity Committee		Leong, C.
Diversity Committee		Love, K.
Diversity Committee		Mackey, M.
Diversity Committee		Marosz, D.
Diversity Committee		Marquez, C.
Diversity Committee		Moreno-Fuentes, G.
Diversity Committee		Prescott, H.
Diversity Committee		Rahman, M.
Diversity Committee		Thomas, C.
Diversity Committee		Werblow, J.
<b>Presidential or Administrative Appointed Committees</b>	<b>Presidential or Administrative Appointed Committees</b>	
AAUP Complaint Appeal Panel	<b>AAUP</b>	Bantley, K.
AAUP Complaint Appeal Panel	<b>AAUP</b>	DiPlacido, J.
AAUP Complaint Appeal Panel	<b>AAUP</b>	Fallahi, C.
AAUP Complaint Appeal Panel	<b>AAUP</b>	Sikorski, J.
AAUP Complaint Appeal Panel	<b>AAUP</b>	Phillips, E.
AAUP Complaint Appeal Panel	<b>Management/Confidential</b>	Paige, J.
AAUP Complaint Appeal Panel	<b>Management/Confidential</b>	Pease, S.
AAUP Complaint Appeal Panel	<b>Management/Confidential</b>	Troiano, P.
AAUP Complaint Appeal Panel	<b>SUOAF-AFSCME</b>	Hazan, S.
AAUP Complaint Appeal Panel	<b>SUOAF-AFSCME</b>	Hernandez, R.

### University-Wide Committees

AAUP Complaint Appeal Panel	<b>Ex-Officios:</b>	R. Rodriguez
Campus for Compassion Committee		Archambault, G.
Campus for Compassion Committee		Ayeni, O.
Campus for Compassion Committee		Boscarino, N.
Campus for Compassion Committee		Campbell, J.
Campus for Compassion Committee		Conway, J.
Campus for Compassion Committee		Dodd, S.
Campus for Compassion Committee		Donohue, P.
Campus for Compassion Committee		Fangiullo, B.
Campus for Compassion Committee		Fitzgerald, G.
Campus for Compassion Committee		Foust, M.
Campus for Compassion Committee		Garcia-Bowen, M.
Campus for Compassion Committee		Gardner, E.
Campus for Compassion Committee		Gilmore, S.
Campus for Compassion Committee		Gorman, A.
Campus for Compassion Committee		Greenebaum, J.
Campus for Compassion Committee		Gutierrez, C.
Campus for Compassion Committee		Hernandez, J.
Campus for Compassion Committee		Holt, R.
Campus for Compassion Committee		Kruh, B.
Campus for Compassion Committee		Lee, C.
Campus for Compassion Committee		Malley, J.
Campus for Compassion Committee		McAllister, S.
Campus for Compassion Committee		McDavid, C.

**University-Wide Committttees**

Campus for Compassion Committee		Mulrooney, J.
Campus for Compassion Committee		Nwafor, B.
Campus for Compassion Committee		Oz, I.
Campus for Compassion Committee		Petkova, O.
Campus for Compassion Committee		Petterson P.
Campus for Compassion Committee		Pohl, J.
Campus for Compassion Committee		Rice, T.
Campus for Compassion Committee		Rosenberg, J.
Campus for Compassion Committee		Santilli, M.
Campus for Compassion Committee		Sherman, S.
Campus for Compassion Committee		Sweeney, S.
Campus for Compassion Committee		Troiano, P.
Committee on Concerns of Women		Brewer, E.
Committee on Concerns of Women		Cobbina-Boivin, J.
Committee on Concerns of Women		D'Amato, K. <b>Treasurer</b>
Committee on Concerns of Women		Garcia-Bowen, M.
Committee on Concerns of Women		Gilmore, S.
Committee on Concerns of Women		Glaser, L.
Committee on Concerns of Women		Greenebaum, J.
Committee on Concerns of Women		Huguley, H. <b>Co-Chair</b>
Committee on Concerns of Women		Koulidobrova, E.
Committee on Concerns of Women		Larsen, K.
Committee on Concerns of Women		Levvis, M.

### University-Wide Committees

Committee on Concerns of Women		Matthews, S. <b>Secretary</b>
Committee on Concerns of Women		McGrath, K.
Committee on Concerns of Women		Moreno-Fuentes, G.
Committee on Concerns of Women		Mulcahy, C.
Committee on Concerns of Women		Ngazimbi, E. <b>Co-Chair</b>
Committee on Concerns of Women		Obidoa, O. <b>Graduate Assistant</b>
Committee on Concerns of Women		Pearson, F.
Committee on Concerns of Women		Prescott, H.
Committee on Concerns of Women		Richards-Meade, C.
Committee on Concerns of Women		Riggins, A.
Committee on Concerns of Women		Rodriguez, R. <b>Ex-Officio</b>
Committee on Concerns of Women		Ritzenhoff, K.
Committee on Concerns of Women		Slaga-Metivier, S.
Committee on Concerns of Women		Vrdoljak, E.
International Studies Committee		Brewer, C.
International Studies Committee		Brown-Foster, W.
International Studies Committee		Ciscel, M.
International Studies Committee		El-Eid, G.
International Studies Committee		Foust, M. <b>Co-chair</b>
International Studies Committee		Gichiru, W.
International Studies Committee		Petterson, P. <b>Co-Chair</b>
International Studies Committee		Phillips, E.
International Studies Committee		Pope, C.

### University-Wide Committees

International Studies Committee		Sadanand, N.
International Studies Committee		Shen, X.
International Studies Committee		Small, I.
International Studies Committee		Williams, L.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	2-Year Term	Ayeni, T. <b>Co-Chair</b>
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	1-Year Term	Colon-Lawson, G.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	1-Year Term	Dukes, C.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	1-Year Term	Gardner, P.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	1-Year Term	Hernandez, J.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	2-Year Term	Hernandez, R. <b>Co-Chair</b>
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	2-Year Term	Mei, Z.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	2-Year Term	Skinner, L.
Minority Recruitment and Mentoring Committee (SUOAF/AFSCME)	<b>Ex-Officio:</b>	Rodriguez, R.
Minority Recruitment and Retention Committee (AAUP)	1-Year Term	Casas, M.
Minority Recruitment and Retention Committee (AAUP)	1-Year Term	Del Ama, J.
Minority Recruitment and Retention Committee (AAUP)	1-Year Term	Lee-Partridge, J.
Minority Recruitment and Retention Committee (AAUP)	1-Year Term	LeMaire, P.
Minority Recruitment and Retention Committee (AAUP)	2-Year Term	Liard-Muriente, C.
Minority Recruitment and Retention Committee (AAUP)	2-Year Term	Petkova, O.

### University-Wide Committees

Minority Recruitment and Retention Committee (AAUP)	2-Year Term	Phillips, E.
Minority Recruitment and Retention Committee (AAUP)	2-Year Term	Recoder-Nunez, L. <b>Chair</b>
Minority Recruitment and Retention Committee (AAUP)	<u>Ex-Officio:</u>	Rodriguez, R.

**AY 2018-2019**  
**Diversity and Equity**

<b>SUOAF Minority Recruitment and Mentoring Committee</b>						
<b>Last Name</b>	<b>First Name</b>	<b>Race</b>	<b>Gender</b>	<b>Term</b>	<b>Union</b>	
Ayeni	Toyin	Black	Female	1 Years/2019	SUOAF	Co-chair
Colon-Lawson	Gladys	Hispanic	Female	2 Year/2020	SUOAF	
Dukes	Christophe	Black	Male	2 Year/2020	SUOAF	
Hernandez	Jessica	Hispanic	Female	1 Year/2019	SUOAF	
Hernandez	Ray	Hispanic	Male	2 Years/2020	SUOAF	Co-chair
Skinner	Leah	Black	Female	2 Years/2020	SUOAF	
Mei	Zongxiang	Asian	Female	1Years/2019	SUOAF	
Gardner	Pat	Black	Female	1 Year/2019	SUOAF	
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Ex-officio
<b>AAUP Minority Recruitment and Mentoring Committee</b>						
<b>Last Name</b>	<b>First Name</b>	<b>Race</b>	<b>Gender</b>	<b>Term</b>	<b>Union</b>	
Casas	Maria	Hispanic	Female	2 Year/2020	AAUP	
Del Ama	Jose	Hispanic	Male	2 Year/2020	AAUP	
Lee-Patridge	Jooeng	Asian	Female	2 Year/20120	AAUP	
LeMaire	Peter	Black	Male	2 Year/2020	AAUP	
Liard-Muriente	Carlos	Hispanic	Male	1 Years/2019	AAUP	
Petkova	Olga	White	Female	1 Years/2019	AAUP	
Phillips	Evelyn	Black	Female	1 Years/2019	AAUP	
Recoder-Nunez	Luis	Hispanic	Male	1 Years/2019	AAUP	Co-Chair
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Ex-officio
<b>Students with Disabilities Advisory Panel</b>						
<b>Last Name</b>	<b>First Name</b>	<b>Race</b>	<b>Gender</b>	<b>Term</b>	<b>Representing</b>	
Pezo	Jose	Hispanic	Male	annual	Facilities	
Jones	Shelly	Black	Female	Annual	SEST AAUP	
Ginter	Victoria	White	Female	Annual	Counseling Center	
Gutierrez	Chris	White	Male	Annual	Veterans Affairs	
Gardner	Pat	Black	Female	Annual	Graduate Admissions	
Kazar	Scott	White	Male	Annual	Student activities	

**AY 2018-2019  
Diversity and Equity**

Last Name	First Name	Race	Gender	Term	Representing	
Valk	Chad	White	Male	Annual	Media	
Hernandez	Ray	Hispanic	Male	Annual	Student Affairs/Supervisor	Ex-officio
Milke	Joanne	White	Female	Annual	Student Disability Services	
Nicoletti	Jennifer	White	Female	Annual	Instructional Support Center Supervisor	
Nicoll Senft	Joan	White	Female	Annual	SEPS: AAUP	
Baumann	Ryan	White	Male	Annual	Instructional Design & Technology Resource Center	
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Co-Chair

**AAUP Appeal Panel**

Last Name	First Name	Race	Gender	Term	Representing	
Bantley	Kathy	White	Female	Annual	AAUP	
Brown-Foster	Walton	Black	Male	Annual	AAUP	
DiPlacido	Joanne	White	Female	Annual	AAUP	
Fallahi	Carolyn	White	Female	Annual	AAUP	
Sikorski	Jason	White	Male	Annual	AAUP	
Phillips	Evelyn	Black	Female	Annual	AAUP	
Paige	Joseph	Black	Male	Annual	Management Confidential	
Troiano	Peter	White	Male	Annual	Management Confidential	
Duke	Christopher	Black	Male	Annual	Students/SUOAF	
Hernandez	Ray	Hispanic	Male	Annual	Students/SUOAF	
Hazan	Scott	White	Male	Annual	Students/SUOAF	
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Ex-officio



**AY 2018-2019**  
**Diversity and Equity**

Last Name	First Name	Race	Gender	Term	Representing	
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**Employee Advisory Committee**

Last Name	First Name	Race	Gender	Term	Representing	
Al-Masoud	Nidal	Asian	Male	Annual	AAUP	
Ansarra	Michael	Black	Male	Annual	SUAOF	
Cavanaugh	Mary N.	White	Female	Annual	AFSCME	
Cintorino	Salvatore	White	Male	Annual	Management Confidential	
DiPlacido	Joanne	White	Female	Annual	AAUP	
Dodd	Sarah	White	Female	Annual	Management Confidential	
Farhat	Joseph	White	Male	Annual	AAUP	
Hall	Lawrence	Black	Male	Annual	SUOAF	
Lee-Partridge	Joo Eng	Asian	Female	Annual	AAUP	
Liard-Muriente	Carlos	Hispanic	Male	Annual	AAUP	
Phillips	Evelyn	Black	Female	Annual	AAUP	
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Ex-officio

**LGBT Advisory Committee Meeting  
February 5, 2018 Agenda  
Student Center – Clocktower Room  
12:15 to 1:30 PM**

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Agenda:

1. Welcome and Introductions
2. Note-taker/Attendance (Alberto Cifuentes, Jr. – Recording Secretary)
3. Committee Membership
  - a. Update current membership list
  - b. VPSA approves and appoints new student members acc. to by-laws
  - c. President approves and appoints faculty/staff members acc. to by-laws
4. Committee Leadership
  - a. New co-chairs (faculty/staff and student)
    - i. Both co-chairs appointed by VPSA acc. to by-laws
  - b. Selection of interim co-chairs by VPSA
5. LGBT Center Updates & Pride Updates
  - a. LGBT Center Updates and Events
    - i. University Assistant Search Update
  - b. Pride Updates and Events
6. Strategic Planning Committee: Purpose/Function of Committee within CCSU Culture and Community
  - a. Inclusivity/Campus Climate
  - b. Campus-Wide Education
  - c. Accessibility/Equitability
  - d. Recruitment/Retention of Students (i.e. working with GSAs)
  - e. New Buildings/Facilities
  - f. Space for Community Building/Accessibility to Resources
7. Develop Sub-Committee to review current bylaws and propose changes to Dr. Troiano
  - a. Identify members
  - b. Develop annual notice for membership
  - c. Formalize membership cycles
  - d. Establish timeframe

**Upcoming Events:**

**Next meetings:** Mar. 5, Apr. 9

**LGBT Advisory Committee Meeting**  
**October 23, 2017 Agenda**  
**Student Center – Clocktower Room**  
**12:15 to 1:30 PM**

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Present:

Not Present:

Agenda:

1. Welcome and Introductions
2. Note taker (Alberto Cifuentes, Jr. – Recording Secretary)
3. LGBT Center updates & Pride Updates
4. Strategic Planning Committee
  - a. Inclusivity/Campus Climate – Preferred name option, gender-inclusive housing, gender-neutral restrooms
  - b. Campus-Wide Education – Orientation (student and faculty/staff), curriculum, personal connections with students, safety of LGBT staff
  - c. Accessibility/Equitability – Bathrooms, housing, sports/athletics (connect with Dr. Bachoo about adding gender-neutral restrooms to new buildings before they're built or updated).
  - d. Recruitment/Retention – New and transfer students.
  - e. New Buildings/Facilities – Speak with Dr. Bachoo about developing some form of consistent and mutually agreed upon standards and practices regarding the equitability of housing, restrooms, and other campus spaces for LGBTQ students, faculty, and staff.
  - f. Space for Community Building/Accessibility to Resources – Demand for more programming, more resources, and more funds for LGBT Center and LGBTQ community on campus. Also a need for center full-time staff and a discussion of general spatial needs (i.e. possibly moving center to another building).
5. Develop Sub-Committee to review current bylaws and propose changes to Dr. Troiano
  - a. Identify members (Nicholas D'Agostino, Alberto Cifuentes, Jr.)
  - b. Develop annual notice for membership
  - c. Formalize membership cycles
  - d. Establish timeframe (December 2017)
6. New Business
7. Old Business:

**Upcoming Events:**

**Next meetings:**

TBD

**LGBT Advisory Committee Meeting:  
Strategic Planning  
April 20, 2018 Agenda  
Student Center – Clocktower Room  
9am to 11am**

Agenda:

1. Welcome and Introductions (4 min.)
2. Note-taker/Attendance (1 min.)
3. Announcements (5 min.)
  - a. Lavender Graduation: Saturday, May 12, 11am, in Founders Hall (Davidson). If you're interested in volunteering, please contact Nichol. Register at <http://www.ccsu.edu/lgbt/lavendergraduation/index.html>.
  - b. Rainbow Breakfast: Friday, October 12. 9:30am-11am, in the Constitution Room (Memorial Hall). **Please save the date!** Call for nominations via e-mail coming soon. Registration available in September.
4. Review Mission & Bylaws (Rev. May 11, 2017) (5 min.)
5. Strategic Planning Objectives Discussion (75 min.)
  - a. Guiding Questions
    - i. What is our specific demand/goal?
    - ii. What steps can we take to accomplish it?
    - iii. What is our projected timeline for accomplishing this goal?
  - b. Accessibility/Equitability
    - i. Preferred Name/Gender Option
  - c. LGBT Center
    - i. Expanding space (move to renovated Willard-DiLoreto?)
    - ii. Hiring full-time coordinator
    - iii. Figuring out budget-sensitive alternatives to full-time coordinator (i.e. student leadership)
  - d. Gender-Inclusive/Neutral Housing
    - i. Any updates from Residence Life regarding accessibility?
  - e. Recruitment/Retention
    - i. Strategies for recruiting and retaining LGBTQ students
    - ii. Working with Admissions
    - iii. Possible events to co-sponsor with Admissions or other departments
  - f. Campus-wide Education
    - i. Safe Zone Training
    - ii. Supporting Trans and Gender Non-Conforming Students (online/in-person training)
6. Next Steps (30 min.)
  - a. Prioritize strategic planning objectives
  - b. Develop a realistic timeline for accomplishing strategic planning objectives
  - c. Who are the key stakeholders or decision-makers for each objective?
  - d. Development of sub-committees
  - e. When should we meet during the next academic year? Move meetings to Friday mornings, 9am-10:30am?

Next meetings: TBA

**Office of Diversity and Equity - Affirmative Action Employee Advisory Committee**  
**October 20, 2017 – Meeting Minutes**  
**1849 Room – CCSU Student Center**

- I. Welcome and introductions  
PRESENT: Nicholas D’Agostino, Nidal Al-Masoud, Michael Alfano, Michael Ansarra, Alberto Cifuentes, Jr., Joe Farhat, Joo Eng Lee-Partridge, Carlos Liard-Muriente, Rosa Rodriguez, Chris Simcik
  
- II. Re-cap of last meeting (see June 14, 2017 Minutes)
  - A. Subcommittee Development – Key tasks – TABLED
  - B. Confirmation of Committee Membership
  - C. 2017/2018 Timeline
  - D. Any gaps in our review?
  
- III. Affirmative Action Plan 2017—Utilization Analysis 5 Categories (refer to Utilization Analysis handout)
  - A. Where there is a negative number in the utilization, we will establish affirmative action goals. The net utilization changes as a result of workforce changes, e.g., retirements, and the availability data, e.g., IPEDS data. Need to hire more Hispanic female Assistant Professors to meet requirement.
  - B. Internal mentoring is very important for meeting goals.
  
- IV. Gender/Sexual Harassment Climate Survey
  - A. We have received about 200 complete responses so far.
  - B. Survey will remain open until end of Fall 2017 semester.
  
- V. Subcommittees
  - A. Search Procedures— Joe Farhat will chair
  - B. Recruitment and selection process for special appointments and adjuncts
    - 1. Emergency appointments account for approximately half of new hires (four out of the nine faculty hired during the reporting period were already in emergency appointments the previous year.
    - 2. Process of hiring special appointments has been met with some controversy within departments (i.e. outside candidates chosen over current faculty members on tenure track). Rosa suggested coming up with some policy/procedure changes or an example of best practice.  
**TASK: Joseph Farhat will work on new points of recommendation for emergency hires (to be presented to Dr. Toro). Michael Alfano and Nidal will also help draft recommendations.**

**Office of Diversity and Equity - Affirmative Action Employee Advisory Committee**  
**February 9, 2018 – Meeting Minutes**  
**1849 Room – CCSU Student Center**

- I. Welcome and introductions  
PRESENT: Nicholas D'Agostino, Nidal Al-Masoud, Michael Alfano, Michael Ansarra, Alberto Cifuentes, Jr., Joe Farhat, Joo Eng Lee-Partridge, Carlos Liard-Muriente, Rosa Rodriguez, Chris Simcik
  
- II. Re-cap of last meeting (see June 14, 2017 Minutes)
  - A. Subcommittee Development – Key tasks – TABLED
  - B. Confirmation of Committee Membership
  - C. 2017/2018 Timeline
  - D. Any gaps in our review?
  
- III. Affirmative Action Plan 2017—Utilization Analysis 5 Categories (refer to Utilization Analysis handout)
  - A. Where there is a negative number in the utilization, we will establish affirmative action goals. The net utilization changes as a result of workforce changes, e.g., retirements, and the availability data, e.g., IPEDS data. Need to hire more Hispanic female Assistant Professors to meet requirement.
  - B. Internal mentoring is very important for meeting goals.
  
- IV. Gender/Sexual Harassment Climate Survey
  - A. We have received about 200 complete responses so far.
  - B. Survey will remain open until end of Fall 2017 semester.
  
- V. Subcommittees
  - A. Search Procedures— Joe Farhat will chair
  - B. Recruitment and selection process for special appointments and adjuncts
    - 1. Emergency appointments account for approximately half of new hires (four out of the nine faculty hired during the reporting period were already in emergency appointments the previous year.
    - 2. Process of hiring special appointments has been met with some controversy within departments (i.e. outside candidates chosen over current faculty members on tenure track). Rosa suggested coming up with some policy/procedure changes or an example of best practice.  
**TASK: Joseph Farhat will work on new points of recommendation for emergency hires (to be presented to Dr. Toro). Michael Alfano and Nidal will also help draft recommendations.**

## Agenda - CCW General Meeting

Monday, February 26<sup>th</sup>, 12:15 pm  
1849 Room, Student Center

### Minutes review & approval:

1. Minutes from November 27, 2017 Meeting.  
- 11/27/17 Minutes were circulated via email after the January meeting.
2. Minutes from January 22, 2018 Meeting

### New Business:

1. President Toro – plans to attend March 26 Meeting.  
Discussion on once per semester meeting with President Toro.
2. CT RACE in the Park
3. CCSU Threat Assessment and Crisis Management Program Open Forum
4. VP Student Affairs Search
5. Current Searches

### Subcommittee Updates:

#### Women's History Month Luncheon:

**Speaker:** Leah Wright Rigueur, Assistant Professor of Public Policy, John F. Kennedy School of Government, Harvard University Government, Harvard University

"Black Women Will Rally!" Black Women, Intersectional Politics, and the 2016 Presidential Election"

**Bio:**  
Leah Wright Rigueur is an assistant professor of public policy at the John F. Kennedy School of Government at Harvard University. Her research interests include twentieth-century United States political and social history and modern African American history, with an emphasis on race, civil rights, social and political movements, political ideology, the American two-party system, and the presidency. She is the author of *The Loneliness of the Black Republican: Pragmatic Politics and the Pursuit of Power* (2015) which examines the ideas and actions of black Republican activists, officials, and politicians from the era of the New Deal to Ronald Reagan's presidential ascent in 1980.

### Description:

This lecture will examine the role of black women in politics within the context of the 2016 presidential election. Specifically, it will examine the significance and historical emergence of black women as the "backbone" of the contemporary Democratic Party. Why are black women the most consistent and loyal voting group among the base of Democratic voters, and what does this mean for issues of race and gender in the present?

**Date:** Monday, March 5, 2018

**Time:** 12:15-1:30pm

**Location:** Constitution Room, Memorial Hall, CCSU  
Refreshments will be served. Free and open to the public

### Sponsors:

Women, Gender, and Sexuality Studies Program  
Ruthe Boyea Womens' Center  
Committee on the Concerns of Women  
Africana Center  
Office of Diversity and Equity  
Center for Public Policy and Social Research/O'Neill Endowed Chair  
Honors Program  
Department of History  
Department of Political Science

For further information, please contact  
Dr. Heather Munro Prescott  
Professor of History  
prescott@ccsu.edu

### Work Life Balance Subcommittee

The WLB Subcommittee met on January 31<sup>st</sup> to begin discussing maternity/paternity leave policies and programs at peer institutions and in the state of CT. Fiona Pearson and Leah Glaser have also been meeting with Victor Constanza, Student Life Vice Chair of SGA, who is working with SGA Senators who are supportive of increasing child care resources at CCSU. Last week SGA passed a resolution supporting the creation of a Family Education and Resource Center that would 1) serve as an academic resource for students and faculty on campus who are researching the effects of early childhood education and 2) would provide a vital resource for CCSU and New Britain parents seeking comprehensive child care. We are now working with SGA to finance subsidized drop-in care for student parents at CCSU. The Work Life Balance Subcommittee next meets on Wednesday, February 28<sup>th</sup> at 12:15.

Next CCW General Meetings:

Monday, March 26, 2018

Monday, April 23, 2018

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In Attendance

Attending: Evadne Ngazimbi, Heidi Huguley, Myrna Garcia-Bowen, Toyin Ayeni, Elena Koulidobrova, Kristine Larsen, Sandra Matthews, Fiona Pearson, Claudia Richards-Meade, Olga Torres, Eva Vrdoljak

Not Present: Elizabeth Brewer, Jacqueline Cobbina-Boivin, Kristin D'Amato, Susan Gilmore, Leah Glaser, Meg Levvis, Gladys Moreno-Fuentes, Cara Mulcahy, Onyi Obidoa-Pelletier, Heather Prescott, Audrey Riggins, Karen Ritzenhoff, Susan Slaga-Metivier, Leanne Zalewski

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Approval of Minutes

Minutes review & approval:

1. Minutes from November 27, 2017 Meeting.  
11/27/17 Minutes were circulated via email after the January meeting.  
Kristine Larsen motion to accept, Elena Koulidobrova seconded.  
Unanimous vote of members present to accept minutes.
2. Minutes from January 22, 2018 Meeting  
Question of who was speaker at Women of Color Luncheon 2/28/18 was raised.  
Could not have been Angela Davis as she went to Univ of Hartford to speak  
Heidi Huguley made motion to table 1/22/18 Meeting minutes review for answer to who was speaker at luncheon.  
  
To add to meeting minutes: the Speaker at 2/28/18 Women of Color Luncheon is Reverend Dr. Shelley Best  
  
Myrna Garcia-Bowen motioned to accept 1/22/18 meeting minutes. Sandra Matthews seconded and unanimous vote to accept made by members present.

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New Business:

1. President Toro - plans to attend March 26 Meeting.  
Discussion on once per semester meeting with President Toro.
2. CT RACE in the Park
3. CCSU Threat Assessment and Crisis Management Program Open Forum
4. VP Student Affairs Search
5. Current Searches



Dr. Toro attending 3/26/18 CCW General Meeting

It is best to have all CCW members present. Introductions of members and Subcommittee Chairs to be brief. Meeting will be brief. Fifteen minutes

Meeting followed of Women of Color Subcommittee Meeting with Dr. Toro in February and expectations of functions.

Women's History Month Luncheon:

Speaker: Leah Wright Rigueur, Assistant Professor of Public Policy, John F. Kennedy School of Government, Harvard University Government, Harvard University  
"Black Women Will Rally! Black Women, Intersectional Politics, and the 2016 Presidential Election"

Leah Wright Rigueur is an assistant professor of public policy at the John F. Kennedy School of Government at Harvard University. Her research interests include twentieth-century United States political and social history and modern African American history, with an emphasis on race, civil rights, social and political movements, political ideology, the American two-party system, and the presidency. She is the author of *The Loneliness of the Black Woman: Pragmatic Politics and the Pursuit of Power* (2015) which examines the ideas and actions of black publican activists, officials, and politicians from the era of the New Deal to Ronald Reagan's presidential ascent in 1980.

Description:  
This lecture will examine the role of black women in politics within the context of the 2016 presidential election. Specifically, it will examine the significance and historical emergence of black women as the "backbone" of the contemporary Democratic Party. Why are black women the most consistent and loyal voting group among the base of Democratic voters, and what does this mean for issues of race and gender in the present?

Date: Monday, March 5, 2018

Time: 12:15-1:30pm

Location: Constitution Room, Memorial Hall, CCSU  
Refreshments will be served. Free and open to the public

Sponsors:

- Women, Gender, and Sexuality Studies Program
- Luther Boyea Womens' Center
- Committee on the Concerns of Women
- Africana Center
- Office of Diversity and Equity
- Center for Public Policy and Social Research/O'Neill Endowed Chair
- Honors Program
- Department of History
- Department of Political Science

Michelle Alexander - 2/28/18

E-Vite system was used for RSVP invitations to Reception. Please indicate yes or no to help count.

Want CCW members to be present at reception and to speak if they want, also to set up tables, make rounds, Spouses are ok, let Sue Sweeney know asap.

Women of Color Luncheon - 2/28/18

Scheduled for 2/28/18, same day as Michelle Alexander. The time is earlier - 12:15 pm to 1:30 pm.

Speaker is Reverend Shelly Best

<http://www.ccsu.edu/boyea/woc.html>

Work-Life Balance Subcommittee

The WLB Subcommittee met on January 31<sup>st</sup> to begin discussing maternity/paternity leave policies and programs at peer institutions and in the state of CT. Fiona Pearson and Leah Glaser have also been meeting with Victor Constanza, Student Life Vice Chair of SGA, who is working with SGA Senators who are supportive of increasing child care resources at CCSU. Last week SGA passed a resolution supporting the creation of a Family Education and Resource Center that would 1) serve as an academic resource for students and faculty on campus who are researching the effects of early childhood education and 2) would provide a vital resource for CCSU and New Britain parents seeking comprehensive child care. We are now working with SGA to finance subsidized drop-in care for student parents at CCSU. The Work Life Balance Subcommittee next meets on Wednesday, February 28<sup>th</sup> at 12:15.

This Wednesday 2/28/18 meeting will be rescheduled because of Spring Break upcoming and CUWFA Atlanta Conference. College and University Work Family Association Conference in Atlanta, GA  
Leah Glaser, Fiona Pearson will be attending. Will wait to have next Subcommittee meeting in March.

Victor Costanza has been very supportive of Child Care Center. Reviewed Drop In Center proposal with him a week ago. SGA is supportive at this time, though only if used by students. The Portland State center was looked at and they use student activity fee. Here could add \$5.00. Fiona Pearson plans to present the proposal to SGA's next meeting.

Louise Williams of AAUP is forming a Child Care Committee. For AAUP there are things that one can do with regards to maternity leave, e.g., stop tenure clock, but puts salary back a year. SUOAF may have wording regarding paternity leave. Perception that there are no consistent rules for maternity/ paternity leave between Departments/ Chairs/ Deans was also mentioned.

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## CCSU Campus Safety Subcommittee

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U Threat Assessment Team - Presentations in Davidson Hall this month

Report to Women's Center from student that they were followed by someone, went to a blue light phone and it did not work.

Students reported being followed, two of the blue light phones did not work and student's cell phone was not working. They went to a club meeting to talk to them and throw off follower rather than walking directly to their dorm. Club member(s) walked them to dorm. A mention was made that this was second time this has happened to one of these students. Student report to Women's Center was made towards the end of Fall 2017 semester.

Check after Safety Walk in January - the recommendations were mentioned to Facilities staff and it was determined that lighting on campus is adequate. Need to follow up as to what is meant by 'adequate': May check with Facilities on light meter. Safety Walk found areas, e.g., walkways found that were either very dark or light was insufficient. Safety Walk in January - did not check the blue light phones.

CCW member reviewed response from Richard Bashoo - Phones are checked once per month and Safety Survey is every other year.

Recommendation was made to create a statement to Facilities for more regular checks of the blue light phones.

There are three areas of concern:

- 1) Campus Safety
- 2) Threat Assessment Team - issues seem to be addressed after they happen.
- 3) Violence Prevention Policy -

Board of Regents policy - policies differ - Faculty/Staff Policies

Request made if they can standardize policies and put on front of each main webpage

Policy is incomplete, gray areas, unclear terms. Waiting on response to request to standardize policies across all campuses/ BOR.

CCW could not find a CCSU policy - others were easier to find, but need to be clearer and more visible.

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## Subcommittee Meeting Schedules

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Need to meet at least once a month, and at least one week before 3/26 meeting with Dr. Toro.

Women of Color Subcommittee meets every other Monday at 12:00 pm, except when CCW General meeting is scheduled. Olga will check with Jackie for when next meeting is scheduled.

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## Current Searches

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VP of Student Affairs - in process.

Dean - SEPS - will be awhile

Dean - CLASS

Nicholas D'Agostino's position in Office of Diversity and Equity - On web

Library - On web

SWS Counselor - On web

Dean - SEST - 2 candidates, 3<sup>rd</sup> pulled out, one active candidate is believed to be a woman, and interviews are upcoming.

Could be more proactive. There always is the opportunity to reopen a search, except for high level positions such as Provost position.

Search Committee may be diverse, what are we doing to solicit more diverse applicant pools? Many applicants are removed from applicant pool because of not following application directions.

Other positions have no Search Committee - e.g., current SWS Counselor opening has no Search Committee (at time of this CCW meeting). The position opening has to be announced internally for 10 days first.

SUOAF - If hire is internal, no Search Committee is required. The search can go external if more candidates are wanted. This is more critical with higher positions such as Provost, VP's, etc. Rosa Rodriguez looks at all hiring and searches.

Create Statement like done for Provost Search, Do statement now rather than when interviews are already on campus. Provide a statement to Chairs at high level, Faculty Senate President, Human Resources, Office of Diversity & Equity, Presidents of our unions, maybe identified Managers.

Question about adding statement to Faculty Senate agenda. The Faculty Senate Personnel Committee is not functioning currently. Urge Faculty Senate to take a stance.

Discussed providing CCW member(s) on rotating basis to form either a Search Subcommittee or as a representative of CCW at Searches. Would have to go through Dr. Toro for approval. Could make recommendation, possibly to Rosa Rodriguez?

- 1) Create Statement - revise statement used for Provost Search, develop list of who it is to be sent to
- 2) Request to Represent CCW mission at Search Committees, Ask Rosa Rodriguez

Business/ Announcements

CCW member -- Toyen Ayeni, introduced and welcomed.

in the Park -- Saturday, May 12, 2018

over \$9,000 last year. Worthwhile event, encourage people to attend/contribute

Meeting

at 12:15 pm -- 1:30 pm, 1949 Room Student Center

to adjourn was put forward by Heidi Huguley and seconded by Sandra Matthews. It was

consensus adopted.

Meeting adjourned at 1:33 pm.

Re: CCW Meeting Monday 3/26/18

Vrdoljak, Eva (CenterForStudentAthletes)

Mon 3/26/2018 10:13 AM

To: Ngazimbi, Evadne (Counselor Education & Family Therapy) <ngazimbi2012@ccsu.edu>; Huguley, Heidi (Student Wellness) <HuguleyH@ccsu.edu>; Ayeni, Oluwatoyin (CIE) <ayeni@ccsu.edu>; Brewer, Elizabeth (English) <ebrewer@ccsu.edu>; Cobbina-Boivin, Jacqueline (WomensCtr) <cobbina-boivin@ccsu.edu>; D'Amato, Kristin (Library) <damatok@ccsu.edu>; Garcia-Bowen, Myrna (Academic Articulations and Partnerships) <GarciaBowenM@ccsu.edu>; Gilmore, Susan (English) <Gilmores@ccsu.edu>; Glaser, Leah (History) <glaserles@ccsu.edu>; Greenebaum, Jessica (Sociology) <GreenebaumJ@ccsu.edu>; Koujidobrova, Elena (English) <elena.koujidobrova@ccsu.edu>; Larsen, Kristine (Geological Sciences) <Larsen@ccsu.edu>; Lewis, Meg (Nursing) <LewisM@ccsu.edu>; Matthews, Sandra (ResLife) <matthewssas@ccsu.edu>; Moreno-Fuentes, Gladys (Student Wellness) <morenofuent\_gla@ccsu.edu>; Mulcahy, Cara (Lit El Ed Child Ed) <mulcahy\_cara@ccsu.edu>; Obidoa-Pelletier, Onyinye U. (Student) <cobidoapelletier@my.ccsu.edu>; Pearson, Fiona (Sociology) <pearsonaf@ccsu.edu>; Prescott, Heather (History) <prescott@ccsu.edu>; Richards-Meade, Claudia E. (Human Resources) <claudia.richardsmeade@ccsu.edu>; Riggins, Audrey (History) <rigginsa@ccsu.edu>; Ritzenhoff, Karen (Communication) <Ritzenhoffk@ccsu.edu>; Slaga-Metivier, Susan (Library) <slagas@ccsu.edu>; Torres, Olga E. (Student) <olga.e.torres@my.ccsu.edu>; Zalewski, Leanne (Art) <zalewski@ccsu.edu>;

Importance: High

0 1 attachments (64 KB)

CCW Meeting Minutes - 2-26-2018.docx

Hi Everyone!

CCW General meeting is Monday, 3/26/18  
12:15 pm to 1:30 pm  
1849 Room, Student Center

A copy of 2/26/18 meeting minutes are attached.  
As well, please review list of agenda items, and forward agenda items to add for the meeting.

1. Call meeting to order
2. Minutes from previous meeting
3. Committee reports
4. President Toro's attendance at CCW meeting
5. Discussion of agenda for once per semester meeting with President Toro

Thank you!

*Eva*

Eva Vrdoljak  
Central CT State University  
Academic Ctr for Student Athletes  
[VrdoljakE@ccsu.edu](mailto:VrdoljakE@ccsu.edu)

## CCW Meeting Minutes

Date | time Monday , 3/26/2018 | Meeting called to order by Evadne Ngazimbi

### Attendance

Present: Evadne Ngazimbi, Toyen Ayeni, Jacqueline Cobbina-Boivin, Kristin D'Amato, Olga Fritho, Myrna Garcia-Bowen, Susan Gilmore, Leah Glaser, Jessica Greenebaum, Elena Koulidobrova, Sandra Matthews, Tereza Moreno-Fuentes, Onyi Obidoa-Pelletier, Fiona Pearson, Heather Prescott, Claudia Richards-Meade, Brian Slaga-Metivier, Eva Vrdoljak, Leanne Zalewski

Absent in Attendance or Excused: Heidi Huguley, Elizabeth Brewer, Kristine Larsen, Meg Levvis, Cara Mulcahy, Drey Riggins, Karen Ritzenhoff

### Approval of Minutes

Minutes review & approval:

Reviewed 2/26/18 minutes. Elena Koulidobrova motioned to approve minutes, Leanne Zalewski seconded and the motion was unanimous approval.

### Women's Center

There are a number of events for March and April, including - Vagina Monologues, Take Back the Night, and the EM program with YWCA New Britain, 4/26 is Take your Sons and Daughters to Work Day.

Schelle Chaudhry – Melinda Rising Scholarship recipient to attend AAUW Conference. Olga Fritho is about to graduate – the Women's Center needs a second support person.

Dr. Trioano accepted the WC staff invitation to join their staff meeting. The students enjoyed his visit. Dr. Trioano acknowledged the staff for their hard work and contribution to the community. He expressed his support for the staff and Center. The discussion ranged from Women's Center spacing to staffing and leadership conferences.

The Center looks forward to hosting other members of the campus community to their meetings.

### Women of Color Subcommittee

3/8/18 Luncheon with Reverend Shelly Best went well, are collecting Mobbing and Gaslighting policies from other campuses. The Women of Color Subcommittee has been very busy working with campus climate concerns.

CCW Meeting 3/26/18

### Scholarship Subcommittee

Debra Cronin and Melanie Meyers have been selected as co-recipients of the Ruthe Boyea Scholarship for 2018. Many thanks to Susan Gilmore and Jacqueline Cobbina-Boivin for the hard work they put in reviewing the applications with me. – Kristine Larsen

There was discussion of having a luncheon for Ruth Boyea Scholarship recipients. Last Fall the CCSU Foundation had a luncheon to recognize scholarship recipients. CCW could host a meeting with refreshments and take pictures of scholarship recipients

Motion made by Jacqueline Cobbina-Boivin to host a get together at CCW last general meeting for the scholarship recipients. Myrna Garcia-Bowen seconded the motion. Vote was unanimous approval.

### Work-Life Balance Subcommittee

CWOF Conference – Fiona Pearson and Christina Barmon attended the College and University Work Life Association's (CUWFA) Annual Meeting in Atlanta, March 13-15.

Discussed progress of support for Child Care Center - will keep in communication with SGA, met with President Toro. SGA support was withdrawn, with primary concern being the \$5 Student Activity fee in addition, procedural questions with that. President Toro requested to meet with the Budget Office, SGA and Fiona Pearson to review Childcare Center proposal.

Louise Williams of AAUP is forming a Child Care Committee. Working on a Resolution for Child Care, copy was given to CCW members present and members of WLB Subcommittee to review. Comments are requested. SCSU AAUP is also reviewing the draft resolution. Want to move this quickly so can lobby with Legislature.

### Subcommittee Involvement

Question was raised as to how often Subcommittees are meeting. How well are the Subcommittees working? To increase Subcommittee involvement is for next academic year, could have standing meetings where people sign up for Subcommittee according to the meeting time(s) they can make. As part of this, have different Subcommittees meet on different days.

Possibly have a set of issues that are worked on across all Subcommittees. Decide as a group what we can tackle.

Meeting with President Toro

President Toro apologized that she is unable to attend meeting today due to an urgent matter. Ngazimbe will communicate with the President's Office about future meeting date and will update

Other administrations CCW seemed not truly advisory and we would like to think that this has  
1. In the past CCW did meet with CCSU President, including CCW Co-Chairs presenting Annual

What are the issues, ideas, concerns to present to Dr. Toro?

- Need a real campus climate survey
- Drop in Child Care Center
- Sexual Misconduct Policy on syllabus
- Identify CCW successes – accomplishments and obstacles met?
- Gather input/ email from Chairs of the different Subcommittees

Business/ Announcements

Relocation of Willard-DiLoreto space, decisions made by Richard Bashoo as well as respective Provosts, Deans, Deans, Administrators of Centers in Carroll Hall.

- Pease is still here, New Academic Affairs Provost is here.
- Dodd is moving to Willard-DiLoreto.
- Health Department, SWS – Health and Counseling Centers moving to Willard-DiLoreto.
- Willard-DiLoreto – all space is assigned, no extra space
- Who could ask for a space in Marcus White once things open up.
- Willard Hall will be a swing space, Barnard Hall will be next for renovation.

Search Committees

Who determines that the search committee members are decided on before the committee is set up and search starts. Using the same people. How about justification for each Search Committee member?

Should we have 'lower' level staff to Search Committees, if they are in the same department they would know more about the department than an Administrator from another department.

Counseling has two open positions – AAUP Counselor and SUOAF Director. AAUP Counselor search is national as it is AAUP.

What if IBLP is open position – worked to get a person on Search Committee.

How are they on the Search Committees and how are they selected? Possibly start an Ad hoc Subcommittee to review?

Next Meeting

4/23/18 at 12:15 pm – 1:30 pm, 1949 Room Student Center

Motion to adjourn was put forward by Evadne Ngazimbi and seconded by Claudia Richards-Meade. It was unanimously adopted.

Meeting adjourned at 1:30 pm

## Meeting Agenda

Committee on Concerns of Women

April 23, 2018, 12:15 pm

1849 Room, Student Center

1. Call meeting to order
2. Minutes from previous meeting
3. Treasurer's Report
4. Debra Cronin and Melanie Meyers co-recipients of the Ruthe Boyea Scholarship for 2018
5. New CCW Members:
  - Silvia Corbera Lopez, Assistant Professor, Psychological Science
  - Charisse Levchak, Assistant Professor, Sociology
6. Subcommittee reports
7. Presentation - Dr. Charisse Levchak from Sociology Department  
Brief discussion on the toxic experiences that women Faculty face in the classroom
8. Campus Climate – 4/17/18 Open Forum, 4/19/18 Meeting with Dr. Toro
9. Discussion of developing guidelines/procedures for meetings, incoming Chairs, Treasurers, Secretaries, Subcommittee Chairs, subcommittees.
10. CCW review and vote on support of the Child Care at CCSU Resolution.

with Boyea Scholarship Subcommittee:

Melanie Meyers and Debra Cronin have been notified and asked to attend our meeting Monday and submit photos.

Here are short bios:

Melanie Meyers is a junior majoring in Social Work. She is a volunteer at the Plainville Food Pantry her previous service includes volunteering at the Tunxis Food Pantry, work in support of both sexual assault awareness and sexual assault survivors, and an unpaid internship with True Colors. On campus she is involved with the Human Services Club. In her scholarship essay she explained that "Unfortunately, not every woman may be privileged enough to know their rights, the risks of assault and STDs, or know where to get help. Therefore, I want to take advantage of my education and experiences to inspire women to work with and work for, to provide more opportunities for education and growth.... My goal is to become a mental health counselor so I can advocate for disadvantaged populations and the betterment of women."

Debra Cronin is a graduate student in the Marriage and Family Therapy program. A graduate of the US Merchant Marine Academy, Debra was an active member of the school's Society for Women Engineers and as a Senior year officer led the mentoring of underclassmen, especially those struggling academically. After a career in the engineering world, she became a yoga instructor and returned to college for her Masters. She has been a Cadette Girl Scout Troop leader since 2009 and developed a Mindfulness training program for 4<sup>th</sup> graders in East Hartford. On campus she is a charter member of our chapter of Delta Kappa International Marriage and Family Therapy Honor Society. In her essay she reflects "My career aspirations are to teach elementary school children how to engage in mindful self-leadership so they are able to choose their thoughts and feelings mindfully connecting with their inner calm, confidence, courage, clarity, curiosity, compassion, [and] creativity. I would like to lead middle and high school students in channeling their anger into creativity....I would like to end violence in our society by creating groups who lead their own self-awareness in body and mind...."

Women's History Month Subcommittee:

Suggestion to reinstall the Women's History Month subcommittee.

Work Life Balance Subcommittee:

Fiona Pearson and Christina Barmon attended the College and University Work Life Association's (CUWFA) Annual Meeting in Atlanta, March 13-15. They along with Leah Glaser are in the process of developing a report containing a proposed strategy of action to share with Provost Dauwalder in late April, early May. They will share this report with CCW members as well.

The CCSU-AAUP Executive Committee recently voted to support the attached "Resolution for Affordable, Accessible, and High Quality Comprehensive Child Care at CCSU." CCSU-AAUP will share the resolution with CSU-AAUP's Council for a vote. We encourage other union members to share this resolution with their leaders, asking them to consider supporting the resolution via vote. The subcommittee plans to meet on Wednesday April 25th in the SSH Poli Sci/Soc Conference Room.

Resolution for Affordable, Accessible, and High Quality  
Comprehensive Child Care at CSCU

CCW Meeting Minutes

Date | time Monday, 4/23/2018 | Meeting called to order by Heidi Huguley

In Attendance

Attending: Heidi Huguley, Toyin Ayeni, Kristin D'Amato, Olga Fritho, Myrna Garcia-Bowen, Susan Gilmore, Jessica Greenebaum, Elena Koulidobrova, Kris Larsen, Charisse Levchak, Sandra Matthews, Gladys Moreno-Fuentes, Onyi Obidoa-Pelletier, Fiona Pearson, Claudia Richards-Meade, Audrey Riggins, Karen Ritzenhoff, Susan Slaga-Metivier, Eva Vrdoljak

Guests in Attendance: Scholarship Awardees Debra Cronin and Melanie Meyers

Not in Attendance or Excused: Bvadne Ngazimbi, Elizabeth Brewer, Jacqueline Cobbina-Boivin, Silvia Corbera Lopez, Leah Glaser, Meg Levvis, Cara Mulcahy, Heather Prescott, Leanne Zalewski

Approval of Minutes

Minutes review & approval:

Reviewed 3/26/18 minutes

Vote was unanimous approval.

Presentation

Professor Charisse Levchak was welcomed as a new CCW member. She introduced herself and we proceeded with a brief discussion on the toxic experiences that women faculty face in the classroom.

Ruth Boyea Scholarship Subcommittee

Debra Cronin and Melanie Meyers have been selected as co-recipients of the Ruth Boyea Scholarship for 2018. Many thanks to Susan Gilmore and Jacqueline Cobbina-Boivin for the hard work they put in reviewing the applications with me. – Kristine Larsen

Both students attended beginning of CCW Meeting today...

Kristine Larsen read portions of their bio's.

Photos were taken with CCW members and plan is to post them on CCW Website.

Jacqueline Cobbina-Boivin will have official scholarship award letters for the students.

are short bios:

anie Meyers is a junior majoring in Social Work. She is a volunteer at the Plainville Food Pantry her previous service includes volunteering at the Tunxis Food Pantry, work in support of both sexual assault awareness and sexual assault survivors, and an unpaid internship with True Colors. On campus she is involved with the Human Services Club. In her scholarship essay she explained that "Unfortunately, not every woman may be privileged enough to know their rights, the risks of assault and STDs, or know where to get help. Therefore, I want to take advantage of my education and experiences to inspire women to work with and work for, to provide more opportunities for education and growth.... My goal is to become a mental health counselor so I can advocate for disadvantaged populations and the betterment of women."

ara Cronin is a graduate student in the Marriage and Family Therapy program. A graduate of the US Merchant Marine Academy, Debra was an active member of the school's Society for Women Engineers as a Senior year officer led the mentoring of underclassmen, especially those struggling academically. In her career in the engineering world, she became a yoga instructor and returned to college for her masters. She has been a Cadette Girl Scout Troop leader since 2009 and developed a Mindfulness training program for 4<sup>th</sup> graders in East Hartford. On campus she is a charter member of our chapter of Delta Sigma Theta International Marriage and Family Therapy Honor Society. In her essay she reflects "My career aspirations are to teach elementary school children how to engage in mindful self-leadership so they are able to choose their thoughts and feelings mindfully connecting with their inner calm, confidence, courage, clarity, curiosity, compassion, [and] creativity. I would like to lead middle and high school students in channeling their anger into creativity....I would like to end violence in our society by creating mentors who lead their own self-awareness in body and mind...."

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Women's History Month Subcommittee:

suggestion to reinstall the Women's History Month subcommittee.

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Work-Life Balance Subcommittee

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Membership fee for CWO

Louise Williams of AAUP is forming a Child Care Committee. Resolution for Child Care, copy was given to CCW members present and members of WLB Subcommittee to review.

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Treasurer's Report

Membership fee for CWO

Additional \$500 to Heather Prescott for Women's History Month luncheon

Other ideas... Women's Center - funding for Bring Your Sons and Daughters to Work Day 4/26/18

Karen Ritzenhoff will check with Heather Prescott if additional funding could be used for WGSS

Can additional funding be placed in Ruth Boyea Scholarship account for the two awardees, this academic year?

Tabled for the Summer

Meeting adjourned at 1:35 pm



**LALCC**  
**Meeting Agenda**  
September 2017

- I. Call to order and Welcome
- II. LALCC Mission Statement and plan for 2017-2018 overview
- III. Update on LALCC Affairs
- IV. Introduction of our new director, Dr. Casas
- V. Staff Responsibilities, Accountability
- VI. Team Responsibilities
- VII. Paperwork

**LALCC Mission Statement**

The Latin American, Latino, and Caribbean Center, in keeping with the distinctive mission, values, and traditions at Central Connecticut State University, promotes the understanding and the appreciation of the historical, social, and cultural life of Latin American and Caribbean societies and of Latinos in the United States through education, community events, study abroad, international exchange, community outreach and research. Because of the importance of the Latino community as one of the largest minority groups in the United States, the Center plays an important role in providing educational opportunities to Latino students, promoting Latino culture, and on maintaining a harmonious relationship with non-Latino cultures. The Center's mission is consistent with the University's mission of fostering diversity and global awareness.

**Overview**

1. Update on LALCC affairs
2. Introduction of our new Director, Dr. Casas
3. Staff Responsibilities
4. Staff Conduct
5. Staff Accountability
6. Teams
7. Paperwork

**Update on LALCC Affairs**

- Dr. Toro supports the center and wants to see it grow
- Our event focus is going to be on immigration, like last year was the achievement gap
- Set up donations for hurricane relief
- New director, Dr. Casas

**Introduction of our new director, Dr. Casas**

Comments from Dr. Casas.

**Staff Responsibilities**

- See attached Policies and Procedures
- 2 students on at all times
- Neat and tidy and welcoming
- Everyone has to swipe when they come in
- Printing only 10 pages at a time

- Coffee pot

#### Staff Conduct

- High standard of conduct
- All Policies and Procedure apply to you
- Professional and helpful for everyone who comes in

#### Staff Accountability

- TimeClockWizard for clocking in
- Give *at least 24 hour* notice if you can't make a shift
- Staff is required to complete at least 2 hours of work for the center
- Homework while on duty

#### Team Responsibilities

- Social Media: Jailene
  - Collecting all the posts from relevant organizations in one place; promoting the use of the center, helping us gain presence on campus
- Graphics Design/Flyers: Brander
  - Help with promotional content for the center/student events/board events
- Student Events
  - LALCC representatives at all student-run events; working with your eboards to help facilitate their goals
- Community Outreach/Support
  - Master calendar, looking into surrounding community, other schools, etc. to see where we can work together/learn more
- Immigration/Student reps for our Board of Directors: Mariano
  - Planning/executing events, attending board meetings, focusing on their objectives

#### Paperwork

- LALCC's "Banner Index" is CLAS01
- Fill out paperwork and bring to HR
- Work study forms

## LALCC & LAACCSU Meeting Agenda

October 19, 2017  
3:00

### I. Call to order and Welcome

### II. Approval of minutes from September meeting

### III. Open issues

- a) Request from members to change our meeting day

\*\*Suggested day: First Tuesday of every month at 3:00

- b) Comments about the Latino Week events (Carlos)

- c) Forthcoming Presentations (Heather)

- 1) *A Community Conversation on Puerto Rico*, Thursday, October 26, 2017. 5:00-7:00 Connecticut Room, Memorial Hall

- 2) Nov. 8<sup>th</sup> event (TBA)

- 3) Ideas/ volunteers for next semester

- d) Puerto Rico Relief

### IV. New business

### V. Adjournment



- Start having conversations about their topics to discuss at the April meeting
  - Select committee leader
- Each committee should at least have a rough idea of a plan to bring to the meeting in May
  - What we plan to do, what we'd like to do, what we've done in the past, etc.
    - Why we feel the actions we decide on will be worth it

Register for the Symposium April 12<sup>th</sup> (Questions directed to Heather Rodriguez)

- Registration link forthcoming

Looking forward

- Moving on with regular elections vs. continuing with an interim position until we are settled with the new plan and new space
- Review mission statement
- Downsizing the advisory board to those who actively involve themselves
  - Create a steering committee?
- Look into grant funding to help make the board activities easier
- Involving students in board activities (LASO, COLADA, CHANGE, Spanish Club, Caribbean Club, etc.)
- Organizing some social event for the board

### Board Meeting October 19, 3pm

Official Start time 3:15

- Open Issues
  - Only 3 members in attendance; need to meet another day in order to get more attendance (Elena, Carlos, Awilda)
    - Tuesdays 3:00?
      - Carlos: No
      - Elena: Yes
    - Thursdays 3:00?
      - Carlos: Yes
      - Elena: Yes
    - Carlos proposes Friday's 3:00, because those are usually less hectic
      - To be put out to the rest of the board
    - Thursday November 2<sup>nd</sup>, Africana Center will be in attendance
      - Should pursue this date
  - Latin Week
    - Carlos: went well
    - Awilda suggests we have a feedback/input form where people can suggest what they'd like to see in the future
      - Carlos hesitant because it should be up to the students to plan events they believe are best for students
      - Event attendees may not even show up to events in the future, or don't necessarily know what is best/possible
      - Programs were student-driven, and it should come from them
        - Clarification from Awilda: ask the students who created the events themselves about what they wish could be different/better next year
      - Can be challenging to get everyone into a room together, so it was not goal
        - Could do it electronically
        - Find something that exists already for feedback
          - Awilda will send materials to Carlos to modify for our purposes
      - Good to have this for our records
  - Forthcoming presentations
    - Emphasize event Thursday October 26th
    - LALCC needs posters/flyers to hang
  - November 8<sup>th</sup> event (TBA)
    - Is this the conference we want to conduct? (Uncertain of what this refers to—to be clarified when Lourdes arrives)
  - Ideas/Volunteers to continue series next semester
    - Can be handled via email
- New business
  - \$9,000 funding for students

- o Able to designate more money for programming
- 112 Latino employees at the university (across all positions)
  - o Awilda has the full list now
  - o Wants to be able to invite everyone to Association meetings

**Lourdes arrived from meeting with Dr. Toro at 3:30**

- Will send an email about meetings on Tuesdays
  - o Skeptical of faculty coming in on Friday's
- Victoria will create a survey to send out with available times Tuesday, Wednesday, Friday 3pm
- November 8<sup>th</sup> event is a presentation,
  - o About Latino issues, but no focus yet
- CONFERENCE IS FOR THE SPRING
  - o Move for funds for conference
  - o Awilda has the room reserved (Constitution Room), and will update the program with the information
    - Use this to send out for funding requests

Faculty Senate Diversity Committee  
Meeting Minutes  
September 29, 2017

Meeting held in Kaiser 018 from 2 to 3pm

Members present: Bishop, Jan (Physical Education Human Performance), Fuentes, Rocio (Modern Languages), Gagnon, Amy (Physical Education Human Performance), French, James (Lit El Ed Child Ed), Love, Kurt (Ed Lead Policy Inst Tech), York, Cassandra (Physical Education Human Performance), Rahman, Mohammad (MfgConstMgt), Marosz, Dragana (CIE), Werblow, Jacob (Ed Lead Policy Inst Tech)

1. Introduced to each other
2. Officers:
  - a. Jan Bishop nominated herself as Chair of the committee for 2017-18, and Amy Gagnon nominated as Vice Chair. This was confirmed and agreed upon by all members present today.
  - b. Jan stated that we need to rewrite our bylaws in this committee so that going forward, officers are elected before the end of the Spring semester for the upcoming Fall semester.
  - c. (at the end of the meeting, Cassandra agreed to hold the secretary position, unless it is already held by someone else who may not be at the meeting)
3. Minutes from last year's last meeting were reviewed
  - a. We looked at the AEEL workshops that were held and discussed topics and attendance.
    - i. Will we hold these workshops again this year? What and when? General consensus that yes, we will continue them but want to focus on greater attendance
  - b. What is the function of the FSDC committee this year? Possible new directions for the FSDC: In our final meeting in May, the FSDC members put forth recommendations for new leadership (to begin in Fall 2017) and discussed the following:
    - Expanding partnerships / providing service to local non-profits
    - Leading a micro-aggression campaign & workshops
    - Supporting the Gen Ed. curriculum redesign (make it more flexible, more open, more inclusive of diversity) – Student said to President Toro on the Fall Latino Panel "White Privilege courses are Ged. Ed. requirements but courses dealing with diversity are electives"
4. CCSU Student Diversity survey
  - a. Was reviewed. It is almost in launch phase and we discussed how to best get buy-in from other departments and committees to get it dispersed over campus as best as possible
  - b. Jan will send out this survey to all committee members of FSDC to review
  - c. Jan will also bring this up at the Faculty Senate to help with dissemination
  - d. Need to check with Rosa's office to see if she still supports
  - e. Discussion of how to best analyze the results of the survey. Need to do it quickly, and hopefully with no cost
  - f. Will discuss this with President Toro and invite her to a meeting
  - g. Once the results are gathered and analyzed we talked about running campus-wide workshops and focus groups to address the concerns and topics for students and faculty
5. D-designation of courses
  - a. A student said to Dr. Toro that most required Gen Ed courses are white privilege courses (see above), where courses that involved diversity were not. This needs to change
  - b. Are we still trying to push D-designation of courses in course curriculum?
  - c. Joss has a course EDT that is on its last leg because it is no longer a requirement of his program and wants to do everything to save it. It is a great diversity course that many students would benefit from.
6. Website needs fixing!
  - a. Would like to put results of survey on the website
  - b. Would like to have a library of practices for diversity on website (see <https://www.annenberg.org/what-we-do/Initiatives?tid=22> for an example of what this looks like for education)
7. By-laws
  - a. Need to be updated regarding officer elections as stated above
  - b. Has not been updated years
  - c. Who is on board to help with these revisions?
8. Develop subcommittees to work on projects: (next meeting discuss/sign-up)
  - a. Survey
  - b. Spring Workshops
  - c. Bylaws
  - d. Website
  - e. Resource repository: physical (library) and virtual (online resources)
  - f. D-designation coursework
  - g. Mini-lessons/webinars to post on website for use by Professors in classes or personal PD
  - h. Celebration/Recognition of Individuals
9. Next meeting: Oct 13<sup>th</sup> at 2:15 – 3:15 pm

**Faculty Senate Diversity Committee  
Meeting Minutes  
October 13, 2017**

Meeting held in Kaiser 01813 from 2:15 to 3:15pm.

**Members Present:**

Amy Gagnon (Physical Education & Human Performance);  
Luz Amaya-Bower (Engineering);  
Cassandra York (Physical Education & Human Performance);  
Jan Bishop (Physical Education & Human Performance);  
Mohammad Rahman (MfgConstMgt);  
Megan Mackey (Special Education & Interventions)  
Lindsay Keazer (Math);

1. Introductions
2. Approval of Minutes
3. Megan Mackey was confirmed as the Secretary.
4. Jan provided a summary of her meeting with Glynis Fitzgerald.
  - When planning our spring workshops, we will coordinate with the Center for Teaching and Faculty Development (CTFD).
  - If we are aware of events, such as workshops by CTFD, we could record them and put them up on the website as a learning module.
  - Jan will need to work with the Provost to get permission to deploy the survey to the entire student body.
5. Jan has not met with President Toro yet as she wants to have a clear plan before sitting down with her.
  - Amy suggested that Jan send the survey to President Toro in advance of the meeting.
6. Survey
  - Jan sent the link to all members prior to the meeting.
  - Group revised survey questions in real time.
7. Committees
  - Survey
    - Mohammad and Jan
  - Spring Workshops
    - Cassandra and Luz
  - Bylaws
    - Megan
  - Website
    - Luz

- Resource Repository: Physical (library) and Virtual (online resources)
  - Lindsay
- D-designation Coursework
  - Amy and Joss
- Mini-Lessons / Webinars for use by Professors
  - Cassandra
- Celebration / Recognition of Individuals
- \*Non-attending members to identify committee(s) to work on.

8. Next Meeting: To Be Determined – Jan will send a Doodle poll.

Respectfully Submitted by Megan Mackey

**Faculty Senate Diversity Committee  
Meeting Minutes  
February 1, 2018**

Meeting held in Kaiser 01813 11:00 – 11:30am

**Members Present:**

Jan Bishop (Physical Education & Human Performance);  
Lindsay Keazer (Math);  
Megan Mackey (Special Education & Interventions)

**1. Survey Test**

- We did a trial run of the survey to make sure all settings worked appropriately.
  - The survey questions are 'ready for launch.'
- We changed dates on the first page of the survey to make them current.

**2. Survey Next Steps**

- Jan will fill out and submit the Human Subjects Committee (HSC) form by February 9, 2018.
- Once approved by HSC, the survey will need to be submitted to the Executive Committee for approval to deploy.

**3. Bylaws**

- Have not had quorum to approve revamped bylaws, so Jan will call for a vote via email.

**4. Faculty Senate Diversity Committee Membership**

- Concerns that people listed as members have not responded and/or attended meetings in quite some time.
  - Jan will follow-up with those members via email.

**5. D Designation**

- Jan was contacted by a member of student government asking to meet to discuss D designations.
  - Jan will follow-up and report back to the committee.

**6. Resources**

- No resources were sent to Lindsay after the last meeting.
- Jan will send another email requesting members send Lindsay resources.
- Lindsay's Google doc link will be shared to gather new resources.

**7. Faculty Senate Diversity Committee Website**

- URL: [web.ccsu.edu/facSenateDiversity](http://web.ccsu.edu/facSenateDiversity)
- Lindsay will draft proposed changes to the website, send it to the rest of the Committee for approval, and then will complete the General Website Update online.

**8. Lumina Foundation Grant**

- Materials were sent by the President's Office.
- Please be sure to review prior to luncheon on February 9th.
- Proposals are due by February 26, 2018.
  - Committee will revisit after the luncheon prior to submission deadline.

**9. Luncheon with President Toro**

- Friday, February 9th

**10. Next Meeting – Friday, February 16th @ 12:00pm in Kaiser 01813**

Respectfully Submitted by Megan Mackey



Faculty Senate Diversity Committee 2017-18 Report

Members:

Bishop, Jan	Chair	Physical Ed. & Human Performance
Gagnon, Amy	Vice-Chair	Physical Ed. & Human Performance
Mackey, Megan	Secretary	Special Education & Intervention
Amaya-Bower, Luz		Engineering
Clark, Barbara		Lit El Ed Chld Ed
French, James		Lit El Ed Chld Ed
Fuentes, Rocio		Modern Languages
Keazer, Lindsay		Math
Leong, Chee-hoi		Physical Ed. & Human Performance
Love, Kurt		Ed Lead Policy Inst Tech
Marosz, Dragana		Center for International Ed.
Marquez, Caroline		Explore
Moreno-Fuentes, Gladys		Student Wellness
Rahman, Mohammad		MfgConstMgt
Thomas, Catherine		Nursing
Watson, Sheldon		Ed Lead Policy Inst Tech
Werblow, Jacob		Ed Lead Policy Inst Tech
York, Cassandra		Physical Ed. & Human Performance

2017-2018 Review

The committee was restructured into six subcommittees in an effort to develop and take action on initiatives falling under a variety of areas. The year's actions are summarized under the headings for each subcommittee. As a whole the committee also brainstormed ideas that could be initiatives for the President's Committee for Diversity that has been proposed and on which the FSDC will have representation. This year one member of the FSDC (Amaya-Bower) served on the Diversity Grant

Committee established by President Toro for the 2017-18 year.

SUBCOMMITTEES

Survey Subcommittee: Bishop, Werblow, Mackey, Gagnon, Rahman, Clark

- The Diversity Survey is ready to deploy as soon as it has HSC approval. The Executive Committee has agreed to its dissemination. The Student Government Association (SGA), Committee on Women's Concerns, and the Women's Center have reviewed and formally supported the survey. The results of the survey will help drive the initiatives and direction of the FSDC next year.
- The purpose of the survey is to examine the extent to which CCSU students feel that diversity is adequately incorporated into their learning experience. The data collected will be available to both students and faculty through an annual report posted on the FSDC website and presented to the Faculty Senate and Student Government Association (SGA) in an effort to better understand how to help improve the educational quality at our institution.

Workshops Subcommittee: Love, Amaya-Bower, Fuentes

- A Social Justice & Sustainability Workshop was presented by Kurt Love in April, 2018. It was videotaped and the presentation will be posted on the FSDC website as soon as the final copy is ready.
- Additional ideas have been generated for workshops next fall and this committee plans to communicate over the summer so as to "hit the ground running" in the fall.

Webpage and Resources Subcommittee: Keazer, Thomas, Leong

- Substantive suggestions on how to improve the website have been presented to approved by the full committee.
- Updates are now happening regularly to the website which had not been changed since 2015.
- Resources such as book titles, webpages etc. were collected from members of the full committee to post. If anyone wishes to provide suggestions, the following google doc link may be used for submission:  
<https://docs.google.com/document/d/1SSw1DYISflvIEpnWneHF41b41fv9g8lBPpRB8ldHZo/edit?usp=sharing>

Media Resource Development Subcommittee: Marosz, Moreno-Fuentes, Werblow

- Several interview/panel discussions are in the design phase. Students will be invited to participate.
- When completed these will be posted on the FSDC website as resources for professional development, use in teaching etc.

Mentorship & Grants Subcommittee: Bishop, Amaya-Bower, Love, Gagnon, Leong

- President Toro met with the full committee and informed the committee that she wants to house the Diversity Grant money allocation under the administration of FSDC. The subcommittee is committed to writing up a procedure for handling this fund this summer.
- Discussion concerning the D-Designation was held including a meeting with the SGA President and 2 other SGA members, Chair of Curriculum, Beth Merenstein, and members of the subcommittee.
- Future goals: propose methods of increasing diversity in the curriculum and find funding for faculty mentorship.

**Bylaws Subcommittee:** Mackey, Keazer

- There have been no changes to the bylaws this year although a draft has been created and will be further refined in the fall particularly focusing on mission and election procedures.

In summary, the committee continues to struggle with attendance but by using the subcommittee structure, advances were made. Many of the initiatives started this year will be built upon next year and some will continue to be worked on this summer.

Respectfully Submitted,

Jan Bishop, Chair, Faculty Senate Diversity Committee

## Central Connecticut State University

### Nondiscrimination & Anti-Harassment Policies, Complaint Procedures and On-campus and Community Resources

#### Office of Diversity and Equity

1615 Stanley Street  
Davidson Hall, 102  
New Britain, CT 06050

## Important Phone Numbers

### Reporting an Incident

University Police (Criminal Complaints)  
860-832-2375  
Office of Diversity & Equity (Title IX Officer) All complaints  
860-832-1652  
Office of Student Conduct (OSC) Complaints against students  
860-832-1667

### Medical Attention

Student Wellness Services, Health (Confidential)  
860-832-1925  
Hospital of Central Connecticut\*(HCC)  
860-224-5011  
Emergencies  
911

### Someone to talk to

Office of Victim Advocacy  
860-832-3795  
Women's Center  
860-832-1655  
Student Wellness Services, Counseling (Confidential)  
860-832-1945  
Sexual Assault & Crisis Services\*(Confidential)  
860-225-4681; *English Hotline* 1-860-223-1787  
Prudence Crandall Center for Domestic Violence\* (Confidential)  
888-774-2900 (24-hour hotline)  
*\*Off-Campus*

## President's Message



Dear University Community:


Acts of harassment, discrimination, and violence threaten personal safety and violate the conduct standards expected of our community members. Central Connecticut State University (CCSU) has zero tolerance for any form of these behaviors and will pursue all criminal and administrative remedies in alignment with University policy and state law.

This booklet contains information about CCSU's policies, procedures, and resources for those whose rights have been violated and for those who wish to become better informed about these topics and issues.

In addition to learning about the offices, organizations, and professionals educated and prepared to assist victims and concerned colleagues, you will read about CCSU's response procedures to reports of incidents affecting our students, faculty, staff, and visitors.

As Central's president, be assured that I am fully committed to ensuring our campus is a safe, supportive, and welcoming environment for all.

Sincerely,

  
Zulma R. Toro  
President

## Office of Victim Advocacy

The Office of Victim Advocacy provides services to assist and support individuals affiliated with CCSU who have been impacted by sexual assault, relationship violence, and/or stalking.

The office is located in Carroll Hall, RM 248 and is staffed by a professional staff member.

### Office Hours:

Monday-Friday, 9AM to 5PM (other times available by appointment)

Contact Information: Victim Advocacy and Violence Prevention Specialist at 860-832-3795.



**WOMEN IN COLLEGE**  
will be sexually assaulted.

The Campus Sexual Assault Study,  
National Institute of Justice, 2007.

**We're working together to change this statistic.**

## ODE Staff Responsibilities

ODE Staff	Responsibilities
<p>Rosa Rodríguez Chief Diversity Officer (CDO) &amp; Title IX Officer Davidson Hall, RM 102 860-832-0178 <a href="mailto:rosa.rodriguez@ccsu.edu">rosa.rodriguez@ccsu.edu</a></p>	<ul style="list-style-type: none"> <li>Leads/manages CCSU's programs that promote equity, diversity and equal opportunity including oversight of the affirmative action (AA) and non-discrimination policies and procedures and Title IX</li> <li>Develops and coordinate training programs as they related to nondiscrimination, diversity, equity including Title IX</li> <li>Oversees the hiring process</li> <li>Investigates complaints</li> <li>Serves as the ADA coordinator</li> <li>Develops and coordinates cultural and educational programming activities</li> <li>Provides advocacy and referral services</li> </ul>
<p>Sarah Dodd Associate to CDO Davidson Hall, RM 102 860-832-1653 <a href="mailto:sarahdodd@ccsu.edu">sarahdodd@ccsu.edu</a></p>	<ul style="list-style-type: none"> <li>Investigates complaints</li> <li>Assists with the development and implementation of the AA plan</li> <li>Serves as the lead person in the data collections as it relates to the AA</li> <li>Conducts training on issues related to diversity and Title IX</li> <li>Oversees the classified search process</li> <li>Provides advocacy and referrals</li> <li>Leads awareness campaigns</li> <li>Provides advocacy and referral services</li> </ul>
<p>Alberto Cifuentes, Jr. University Assistant Davidson Hall, RM 102 860-832-1652 <a href="mailto:albertoc@ccsu.edu">albertoc@ccsu.edu</a></p>	<ul style="list-style-type: none"> <li>Maintains ODE calendar and budget</li> <li>Assists with investigations</li> <li>Oversees records retention and filing system</li> </ul>

ODE Staff	Responsibilities
<p>Sharon Gaddy ODE Assistant Davidson Hall, RM 102 860-832-1652 <a href="mailto:gaddyshv@ccsu.edu">gaddyshv@ccsu.edu</a> Works Thursday only</p>	<ul style="list-style-type: none"> <li>Assists with the development of the AA Plan</li> <li>Assists with investigations</li> </ul>
<p>Victim Advocacy and Violence Prevention Specialist Office of Victim Advocacy Carroll Hall, RM 248 860-832-3795</p>	<ul style="list-style-type: none"> <li>Provides professional advocacy services for students, faculty and staff who have been impacted by sexual assault, relationship violence, and/or stalking</li> <li>Provides information on different options available to address safety and other concerns and assist in the navigation of different reporting systems</li> <li>Provides referrals to campus or community entities depending on individual needs</li> <li>Collaborates with other offices at CCSU to develop meaningful violence prevention initiatives for the benefit of the entire campus community and to assess the impact</li> </ul>
<p>Jacqueline Cobbina-Boivin Coordinator Women's Center Student Center, RM 215 (Mid-August to Mid-June) 860-832-1655 <a href="mailto:cobbina-boivin@ccsu.edu">cobbina-boivin@ccsu.edu</a></p>	<ul style="list-style-type: none"> <li>Offers services for and about women</li> <li>Provides resources, to advocate, inform, and support personal development</li> <li>Sponsors educational and cultural programs designed to promote gender equity, leadership, and independence</li> <li>Provides advocacy and referral services</li> </ul>

## Other University Cultural Programs and Services

### Center for Africana Studies

The Center emphasizes the study and the cultures of African peoples both in the Continent of Africa and throughout the world. Further, the Center offers various programs including lectures, conferences, student activities etc. that create a better understanding of African peoples in the wider social, economic, and political systems.

The Center is located in the Marcus White Hall, RM 008.

Contact Information: Dr. Evelyn Phillips, Ph.D., Co-Director at [PhillipsE@ccsu.edu](mailto:PhillipsE@ccsu.edu) or 860-832-2617, or Sherinatu Fafunwa-Ndibe, Co-Director at [fafunwas@ccsu.edu](mailto:fafunwas@ccsu.edu) or 860-832-2646

### East Asian Center

The East Asian Center is devoted to serving the interests and needs of Asian and Asian American students and helping to create a supportive environment for living and studying. In this regard, EAC provides a range of support services, advising and mentoring services, as well as cultural, social and co-curricular programs. <http://www.ccsu.edu/eastasiancenter>

The Center is located in Barnard Hall, RM 209.

Contact information: Dr. Helen Abadiano, Director at 860-832-2180 or [EAC@ccsu.edu](mailto:EAC@ccsu.edu). She is available to address academic or personal concerns.

### Did you know?

In the U.S. in 2010, Chinese-Americans, except Taiwanese (3.8 M) were the largest Asian group, followed by Filipinos (3.4 M), Asian Indians (3.2 M), Vietnamese (1.7 M), Koreans (1.7 M) and Japanese (1.3 M).

Source: U.S. Census Bureau, 2010 Census

## NAACP

To inform youth of the problems affecting African Americans and other racial and ethnic minorities; to advance the economic, education, social and political status of African Americans and other racial and ethnic minorities and their harmonious cooperation with other peoples; to stimulate an appreciation of the African Diaspora and other people of color's contribution to civilization; and to develop an intelligent, militant effective youth leadership while promoting racial tolerance and unity.

## PRIDE

PRIDE supports LGBT students on campus and provides educational and awareness programs for the entire campus community. PRIDE meets on a weekly basis in the Student Center. All are welcome!

## South Asian Students Association (SASA)

The purpose of the South Asian Students Association (SASA) is to promote international friendship by improving intercultural relations and creating a stronger bond of unity between Eastern and Western cultures; to further the acknowledgment of South Asian countries (India, Pakistan, Bangladesh) their culture, traditions, customs, norms, languages and religious belief; and, to encourage South Asian students to spread their culture by arranging activities such as field trips, cultural shows, intercollegiate events, and other cultural events.

## United Caribbean Club

Come join the festivities of the United Caribbean Club where we promote the unity of the political, cultural, and educational ideals of the Caribbean student. Calling all West Indians!

For additional information on student organizations go to <https://ccsu.collegiatelink.net/Organizations>.

This policy shall apply to all individuals affiliated with CCSU including, but not limited to, students, employees, applicants, agents and guests and is intended to protect the rights of concerned individuals.

### Definitions

#### Discrimination

Discrimination is defined as conduct that is directed at an individual because of his or her protected class and subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university or otherwise adversely affects the individual's employment or education.

#### Discriminatory Harassment

Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and is sufficiently severe, persistent, or pervasive so as to have the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

#### Retaliation

Retaliation is subjecting a person to a materially adverse action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation under this policy.

#### Responsibility

The responsibility for implementation of this policy is assigned to the Chief Diversity Officer, who may delegate duties as appropriate. The ODE will promptly address each complaint and make reasonable efforts to expeditiously affect a resolution. The investigation of such complaints will be managed with appropriate sensitivity.

Revised October 25, 2011; June 13, 2014—changed mental disorder to mental disability

## Nondiscrimination in Education and Employment Policy

Central Connecticut State University (CCSU) is committed to a policy of nondiscrimination in education and employment. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to or participation in programs, services, and activities with regard to: age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disability; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state laws. Discrimination in employment-based on genetic information is prohibited. In addition, CCSU will not refuse to hire solely because of a prior criminal conviction, unless that refusal is permitted by Connecticut law.

Harassment on the basis of any of the above protected classes is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, CCSU will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

Retaliation is illegal. No individual who opposes an allegedly discriminatory act or practice shall suffer retaliation as a result of such participation. Complaints of retaliation may be filed within a reasonable time of the alleged retaliatory act with the Chief Diversity Officer or any manager not directly involved in the alleged retaliation, who will then notify the Office of Diversity and Equity (ODE).

## BOR/CSCU Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy

### Central Connecticut State University Statement

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the BOR policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

CCSU is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in CCSU's Violence Free Campus Policy, members of the University community have the right to a safe and welcoming campus environment. Acts of sexual misconduct and intimate partner violence threaten personal safety and violate the standards of conduct expected of community members.

### Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Central Connecticut State University, as well as anyone present at CCSU-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

- Students: "Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that

a complaint under this policy or assisted or participated in any manner in an investigation.

(b) *Sexual assault* shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent.

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) *Sexual exploitation* occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or

threatening to hurt one's family members or pets and humiliating another person.

- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a "dating relationship" existed is to be based upon the following factors: the reporting victim's statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) *Stalking*, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

#### Confidentiality

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) *Intimate partner, domestic and/or dating violence* means any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as "domestic violence" are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse includes but is not limited to, damage to one's property, driving recklessly to scare someone, name calling,

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

#### Dissemination of this Policy

Upon adoption by the Board all CSU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

12/5/2014 – BOR Academic & Student Affairs Committee; 1/15/2015 – BOR, 6/16/2016 BOR

#### Did you know?

The University Health Services are trained for victims of sexual assault. The office is staffed by a physician, two APRNs and an RN. All are ready to listen and provide medical care and support. The collection of medical evidence is offered at New Britain's Hospital of Central Connecticut.

On-campus: Marcus White Annex; 860-832-1925

#### If you want to speak with someone at CCSU

Office of Victim Advocacy  
Victim Advocacy and Violence Prevention Specialist  
860-832-3795

Women's Center  
Jacqueline Cobbina-Boivin  
860-832-1655  
[cobbina-boivin@ccsu.edu](mailto:cobbina-boivin@ccsu.edu)

Counseling and Wellness Center (Confidential)  
860-832-1945

#### If you want to speak with a community partner

Sexual Assault Crisis Services (Confidential)  
860-223-1787 (English)  
888-568-8332 (Español)

Prudence Crandall Center for Domestic Violence (Confidential)  
888-774-2900 (24-hour hotline)

#### Did you know?

Most sexual assaults are committed by someone the victim knows. Studies show that approximately 80% of women reporting sexual assaults knew their assailant.

Sexual offenders come from all educational, occupational, racial and cultural backgrounds. They are "ordinary" and "normal" individuals who sexually assault victims to assert power and control over them and inflict violence, humiliation and degradation.

Source: <http://endsexualviolencect.org/resources/get-the-facts/national-stats/>

#### To report an incident at Central Connecticut State University

##### Office of Diversity and Equity (All complaints)

Rosa Rodríguez, Chief Diversity Officer and Title IX Coordinator  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06053  
Davidson Hall, Rm. 102  
860-832-1653  
[rosa.rodriguez@ccsu.edu](mailto:rosa.rodriguez@ccsu.edu) or  
[TitleIXReport@ccsu.edu](mailto:TitleIXReport@ccsu.edu)

##### Office of Student Conduct (Complaints against students)

Carroll Hall, Rm. 202  
860-832-1667

##### University Police (All criminal complaints except sexual harassment)

860-832-2375

##### Human Resources (Complaints against employees)

Anna E. Suski-Lenczewski, Chief Human Resources Officer  
Davidson Hall, Rm. 101  
860-832-1756  
[lenczewskia@mail.ccsu.edu](mailto:lenczewskia@mail.ccsu.edu)

##### Office of Student Affairs (Complaints against students)

Vice President for Student Affairs  
Davidson Hall, Rm. 103  
860-832-1605

#### Did you know?

Harassment based on gender stereotypes is a form of sex discrimination and is unlawful.

#### Procedures and Timetables for Processing of Complaints

In accordance with Section 46a-68-46 of the Affirmative Action Regulations of Connecticut State Agencies, the following procedures provide an internal process for the handling of complaints involving claims of discrimination or harassment, including sexual misconduct/violence.

This procedure is designed to further implement the Nondiscrimination in Education and Employment and BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes policies by providing a process through which individuals alleging violation of these policies may pursue a complaint. This includes allegations of retaliation, discrimination, harassment based on age, ancestry, color, disability, gender identity or expression, genetics, national origin, marital status, race, sex (including pregnancy, transgender status, sexual harassment and misconduct), religious creed, veteran status, sexual orientation, prior criminal conviction and any other status protected by federal or state laws.

When responding to an internal complaint, disclosure of information relating to the internal complaint and the identity of the complainant will be handled with appropriate sensitivity and in accordance with applicable laws.

##### A. Process for Filing Internal Complaints of Alleged Discrimination or Sexual Harassment and Misconduct

###### 1. Who may file:

Any employee, applicant for employment, student, applicant for admission or any other person, including visitors.

###### 2. When to file:

To provide adequate opportunity for a prompt investigation, complainants are encouraged to file as soon as possible but, except in cases involving sexual misconduct, must file no later than ninety

AAUP members have the option of appealing the decision using a review panel as outlined in the AAUP Complaint Procedure.

The decision on appeal exhausts the complainant's and the respondent's administrative remedies under this procedure except as provided herein.

#### Appeal Process for AAUP Members

The complaint will be processed according to an agreed-upon procedure consistent with the CSU-AAUP Collective Bargaining Agreement, Appendix F. See AAUP Complaint Review Procedure.

#### C. Records Maintenance

The CDO shall create and maintain a file of each internal complaint received under these procedures. All information, including records and correspondence pertaining to said internal complaint will be kept in this file. Access to the file will be in accordance with applicable State and Federal statutes and collective bargaining agreements. The CDO will secure these files. All such files shall be maintained indefinitely, unless otherwise required by applicable State and Federal statutes and collective bargaining agreements.

All records of internal complaints and dispositions shall be reviewed on a regular basis by the Office of Diversity and Equity to discern any pattern in the nature of the internal complaints.

Related policies and procedures:

- Nondiscrimination in Education and Employment Policy
- BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes
- Consensual Relationship Policy
- Student Code of Conduct and Statement of Disciplinary Procedures

Revised October 25, 2011

Revised June 6, 2014—added BOR Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy, and revised the following sections: Investigatory process; Reports against CDO

## Policy Regarding Reporting Suspected Abuse or Neglect of a Child

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as "mandatory reporters" who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families (DCF) within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

The BOR recognizes that each CSCU campus must be a safe and secure environment for children to grow and develop. Therefore, the BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their director or vice president who must then inform the campus President and the System Office Vice President for Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, and, if the suspected perpetrator is a BOR or CSCU employee, he/she will immediately contact their Chief Human Resources Officer who shall assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the results of the investigation. Employees who report suspicions of abuse or neglect are protected

Revised June 15, 2016 the following section: Investigatory Process: removal of sexual harassment policy from related policies and procedures; update notification timeframe for responding parties; clarification of support person for represented employees

Revised June 12, 2017 the following section: Investigatory Process: The right to a support person has been modified to expressly state a respondent or complainant is entitled to only one support person during the investigatory process.

Revised November 27, 2017 the following section: Introduction: added veteran status to protected class listing.

Revised April 23, 2018 the following section: When to file section.

Revised May 6, 2018 – updated the name of the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes and records retention section to maintain files indefinitely.

### Did you know?

The counselors in the Student Wellness Center are considered confidential employees and cannot release any information without your authorization unless permitted by State or Federal laws, e.g., suspicions of child or vulnerable adult abuse and neglect.

from any disciplinary action unless the report is determined to have been maliciously made. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, may be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff designated as mandatory reporters are required to take the DCF Mandated Reporter Training, either on-line or in person, and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each CSCU campus's Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education

Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSCU community and to assure that the appropriate disciplinary processes are implemented.

BOR approved 1/17/14 and Revised 1/15/15; requires annual distribution to employees

To file a report or for additional information contact:

All Abuse and Neglect Incidents

Anna Suski-Lenczewski  
Chief Human Resources Officer  
Davidson Hall, RM 101  
New Britain, CT 06050-4010  
860-832-1751  
lenczewskia@mail.ccsu.edu

All Suspected Incidents of Sexual Abuse

Rosa Rodríguez, Chief Diversity Officer  
and Title IX Coordinator  
Davidson Hall, RM 102  
New Britain, CT 06053  
860-832-1653  
rosa.rodriguez@ccsu.edu



Alternatively:

Connecticut Permanent Commission on the Status of Women

18-20 Trinity Street  
Hartford, CT 06106  
Tel: (860) 240-8300

State of Connecticut: Employee Grievance Procedure

(Contact Human Resources Office or union representatives for Grievance forms and/or procedures).

Regulation of Wages Division, Connecticut Labor Department

200 Folly Brook Boulevard  
Wethersfield, CT 06109  
Tel: (860) 263-6000

Wage and Hour and Public Contracts Division

United States Labor Department  
135 High Street  
Hartford, CT 06103  
Tel: (860) 240-4277

U.S. Department of Education, Office for Civil Rights

33 Arch Street  
Ninth Floor  
Boston, MA 02110  
Tel: (617) 289-0111  
Fax: (617) 289-0150

We have talked long enough in this country about equal rights. It is time now to write the next chapter --and to write in the books of law.

☞ Lyndon B. Johnson

## Other Important Information and Resources

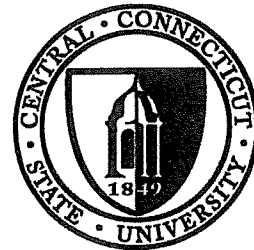
**Affirmative Action Plan:** Copies of the plan are available at the library, the Office of Diversity and Equity and the CCSU website: <http://www.ccsu.edu/diversity/affirmativeAction.html>

**Code of Conduct:** The Office of Student Conduct is responsible for developing ways to respond effectively to incidents or issues that threaten to disrupt the learning environment. The goals of the office of Student Conduct include resolving discipline cases in a developmentally sound manner consistent with University policy and applicable state and federal laws; encouraging the teaching and development of life-skills, such as healthy decision making, civility, and accountability; and maintaining integrity in regards to the health, safety, and security of all members of the CCSU community. For copy of code go to: <http://web.ccsu.edu/studentconduct/>

**Crime Report:** In compliance with the Clery Act (Campus Crime Statistics Act), all employees of the University (excluding "Privileged Contacts") notified of a sexual assault are required to inform the CCSU Police of non-personally identifiable information for inclusion in campus crime statistics unless the matter has already been reported to the police. To access the report go to: <http://www.ccsu.edu/police/cleryReport.html>

### Did you know?

Electronic harassment can include text messages, posts to social media sites such as, Facebook, email and other electronic methods used to harass someone.



This document is available in alternate format by contacting the Office of Diversity and Equity at 860-832-1652.

This booklet is provided to employees, students and applicants for their general information and guidance only. It does not constitute a contract either express or implied, and is subject to revision at the University's discretion.

**Take a Stand.  
Say Something!**

Central Connecticut State University is an equal opportunity educator and employer.

May/2018

Office of Diversity & Equity