

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

Pursuant to the Regulations of Connecticut State Agencies, Central Connecticut State University accepts the Commission on Human Rights and Opportunities' recommendation as voted on at its February 2016 meeting and officially documented on a letter dated on March 22, 2016 regarding the University's 2015 Affirmative Action Plan. This response addresses all proposals and/or recommendations made by the Commission.

<b>Section</b>	46a-68-84 – Availability Analysis.
<b>PRESENT SUBMISSION:</b>	In compliance
<b>RECOMMENDATIONS:</b>	The CHRO and CCSU will review, during the reporting period, faculty to determine if analyzing by discipline (ex. English disciplines) will be a more precise analysis and enhance goal setting.
<b>UNIVERSITY RESPONSE:</b>	The University plans to establish a programmatic goal in this 2017 AA Plan to conduct an analysis of for the faculty categories to determine if categorizing by discipline will enhance our analysis and goal setting.
<b>Section</b>	46a-68-86 – Employment Process Analysis
<b>PRESENT SUBMISSION:</b>	In compliance
<b>RECOMMENDATIONS:</b>	In future filings, an applicant flow analysis is required for promotions that is separate from the applicant flow analysis for hires. Refer to the training materials from the revised Affirmative Action Regulations training
<b>UNIVERSITY RESPONSE:</b>	This has been addressed in the 2017 AA Plan. All categories/job titles of 25 or more that showed an increase in the workforce resulting from hires or promotions have applicant flows reflecting the type of employment change.
<b>Section</b>	46a-68-93 – Innovative Programs
<b>PRESENT SUBMISSION:</b>	In compliance
<b>RECOMMENDATIONS:</b>	The Employee Assistance Program is not an innovative program. All state agencies have an employee assistance program.
<b>UNIVERSITY RESPONSE:</b>	This section has been modified to incorporate this recommendation.

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

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

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

RECOMMENDATION:

- Approved  
 Conditionally Approved  
 Disapproved  
 Retain Annual Filing  
 Retain Biennial Filing Status  
 Semi-Annual Filing Status

Neva Elaine Vigezzi  
Neva Elaine Vigezzi  
Affirmative Action Program Analyst

February 18, 2017  
Date

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

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

Tanya A. Hughes  
Tanya A. Hughes  
Executive Director

## EXECUTIVE SUMMARY OF REVIEW AND RECOMMENDATIONS

AGENCY: Central Connecticut State University

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

AFFIRMATIVE ACTION PERSON: Rosa Rodriguez, Chief Diversity Officer

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### INTRODUCTION:

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

### RECOMMENDATION:

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

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

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

Central Connecticut State University

**JUSTIFICATION FOR THE RECOMMENDATION:**

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

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

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

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

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

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

14 out of 35 possible goals or 40%

In addition,

7 out of 18 promotion goals were met or 39.8%

4 out of 4 program goals were met or 100%

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

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

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

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

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

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

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

**SUMMARY OF DEFICIENCIES/WEAKNESSES**

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

**ADDITIONAL MANDATED REPORTING**

**Diversity Training**

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

**CONTRACT COMPLIANCE**

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

**Prior Fiscal Year: 2014/2015**

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

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

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

AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

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

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

AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

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

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

AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

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

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



AGENCY CENTRAL CONNECTICUTE STATE UNIVERSITY

HIRING GOALS ANALYSIS

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

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

AGENCY CENTRAL CONNECTICUT STATE UNIVERSITY

PROMOTION GOALS ANALYSIS

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

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

**FULL-TIME WORKFORCE  
SUMMARY/OCCUPATIONAL CATEGORY**

**WORKFORCE ANALYSIS**

DATE: July 31, 2016

CATEGORY OR CLASS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP1*	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Executive/Management	36	20	16	14	14	5	0	1	2	0	0
		55.6%	44.4%	38.9%	38.9%	13.9%	0.0%	2.8%	5.6%	0.0%	0.0%
Faculty	462	273	189	204	149	20	13	14	10	35	17
		59.1%	40.9%	44.2%	32.3%	4.3%	2.8%	3.0%	2.2%	7.6%	3.7%
Professional/Non-Faculty	223	94	129	75	99	8	12	9	14	2	4
		42.2%	57.8%	33.6%	44.4%	3.6%	5.4%	4.0%	6.3%	0.9%	1.8%
Clerical/Secretarial	97	10	87	3	60	3	16	3	10	1	1
		10.3%	89.7%	3.1%	61.9%	3.1%	16.5%	3.1%	10.3%	1.0%	1.0%
Technical/ParaProfessional	17	7	10	4	5	0	2	3	1	0	2
		41.2%	58.8%	23.5%	29.4%	0.0%	11.8%	17.6%	5.9%	0.0%	11.8%
Skilled Crafts	12	11	1	11	1	0	0	0	0	0	0
		91.7%	8.3%	91.7%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	72	60	12	47	8	5	0	8	4	0	0
		83.3%	16.7%	65.3%	11.1%	6.9%	0.0%	11.1%	5.6%	0.0%	0.0%
Protective Services	20	18	2	9	1	4	1	5	0	0	0
		90.0%	10.0%	45.0%	5.0%	20.0%	5.0%	25.0%	0.0%	0.0%	0.0%
<b>TOTALS</b>	<b>939</b>	<b>493</b>	<b>446</b>	<b>367</b>	<b>337</b>	<b>45</b>	<b>44</b>	<b>43</b>	<b>41</b>	<b>38</b>	<b>24</b>
	<b>100.0%</b>	<b>52.5%</b>	<b>47.5%</b>	<b>39.1%</b>	<b>35.9%</b>	<b>4.8%</b>	<b>4.7%</b>	<b>4.6%</b>	<b>4.4%</b>	<b>4.0%</b>	<b>2.6%</b>

**Five Year History**

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

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

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

*Promoting Equality and Justice for all People*

PROPOSED AFFIRMATIVE ACTION PLAN

Central Connecticut State University  
AGENCY

REVIEW AND ANALYSIS: A COMPARATIVE EVALUATION

INTRODUCTION

SECTION 46a-68-102. STANDARD OF REVIEW

- (a) To receive approved status, a plan must contain all elements required by Sections 46a-68-76 through 46a-68-114, inclusive.
- (b) Additionally, a plan shall be approved only if:
  - (1) the work force, considered as a whole and by occupational category, is in parity with the relevant labor market area; **or**
  - (2) the agency has met all or substantially all of its hiring, promotion and program goals; **or**
  - (3) the agency has demonstrated every good faith effort to achieve such goals and, despite these efforts, has been unable to do so; **and**
  - (4) the agency has substantially addressed deficiencies noted by the Commission in prior plan reviews in accordance with Section 46a-68-62(c).

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

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

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



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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.



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Central Connecticut State University

PRESENT SUBMISSION:

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

SECTION 46a-68-83. Work Force Analysis

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

SECTION 46a-68-84. Availability Analysis

PREVIOUS SUBMISSION:

This section is in compliance in the prior filing.

PRESENT SUBMISSION:

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

PROPOSAL/RECOMMENDATIONS:

The CHRO and Central Connecticut State University will review, during the reporting period, faculty to determine if analyzing by discipline (ex. English disciplines) will be a more precise analysis and enhance goal setting.

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

PREVIOUS SUBMISSION:

This section is in compliance in the prior filing.

PRESENT SUBMISSION:

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

SECTION 46a-68-86. Employment Analysis

PREVIOUS SUBMISSION:

This section in compliance in the prior filing.

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PRESENT SUBMISSION:

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

PROPOSAL/RECOMMENDATIONS:

In future filings, an applicant flow analysis is required for promotions that is separate from the applicant flow analysis for hires. Refer to the training materials from the revised Affirmative Action Regulations training.

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

PREVIOUS SUBMISSION:

This section was weak in the prior filing.

PRESENT SUBMISSION:

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

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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

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

PREVIOUS SUBMISSION:

This section was in compliance in the prior filing.

PRESENT SUBMISSION:

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

PROPOSAL/RECOMMENDATIONS:

In future filings, provide the name of the "external" agency.

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

**PREVIOUS SUBMISSION:**

This section was in compliance in the prior filing.

**PRESENT SUBMISSION:**

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

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

**PREVIOUS SUBMISSION:**

This section was in compliance in the prior filing.

**PRESENT SUBMISSION:**

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

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

**PREVIOUS SUBMISSION:**

This section was in compliance in the prior filing.

**PRESENT SUBMISSION:**

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

**PROPOSAL/RECOMMENDATIONS:**

The Employee Assistance Program is not an innovative program. All state agencies have an employee assistance program.

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

**PREVIOUS SUBMISSION:**

This section was in compliance in the prior filing.

**PRESENT SUBMISSION:**

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

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Central Connecticut State University

CONCLUSION:

The proposed affirmative action plan submitted by Central Connecticut State University for the filing date of November 30, 2016 has been voted **APPROVED**.



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