

ASSIGNMENT OF RESPONSIBILITY AND MONITORING

Section 46a-68-81

Appointing Authority

In September 2016, President Miller retired and Dr. Susan Pease, former Dean for the School of Arts and Sciences, assumed the role of interim President. In January 2017, Dr. Zulma Toro, began her appointment as CCSU President. During this transition, each President assumed the roles and responsibilities set forth in the affirmative action plan as appointing authorities.

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 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, the President's Chief Diversity Officer (CDO), Ms. 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.

The Chief Diversity Officer (CDO) is a full-time employee who has been 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 the OVA Advocate, Ms. Sarah Dodd report directly to the CDO.

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, Mr. Nicholas D'Agostino, the Associate to CDO, and Ms. Sharon Gaddy, University Assistant, and Alberto Cifuentes, Jr., University Assistant.

Other responsibilities of the CDO and ODE staff include overseeing the unclassified hiring process to assure that the affirmative action procedures are being 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 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, the committees are provided 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 include, 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 Anna Suski-Lenczewski, Chief Human Resources Officer, and consists of the following staff:

- Ellen Mantel, Associate Director Employee & Labor Relations
- Mary Cavanaugh, University Human Resources Administrator
- Joanne Callahan, Assistant Director in Human Resources
- Norma Rivera, 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 being 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. In the prior plan, this was established as a goal to assist in achieving the goals of affirmative action and equal employment opportunity. 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 whose members represent all campus community constituencies and is 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 committee meeting minutes 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 April 17, 2017 (this can be located in the internal communication section of this Plan).
2. In December 2016, 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,

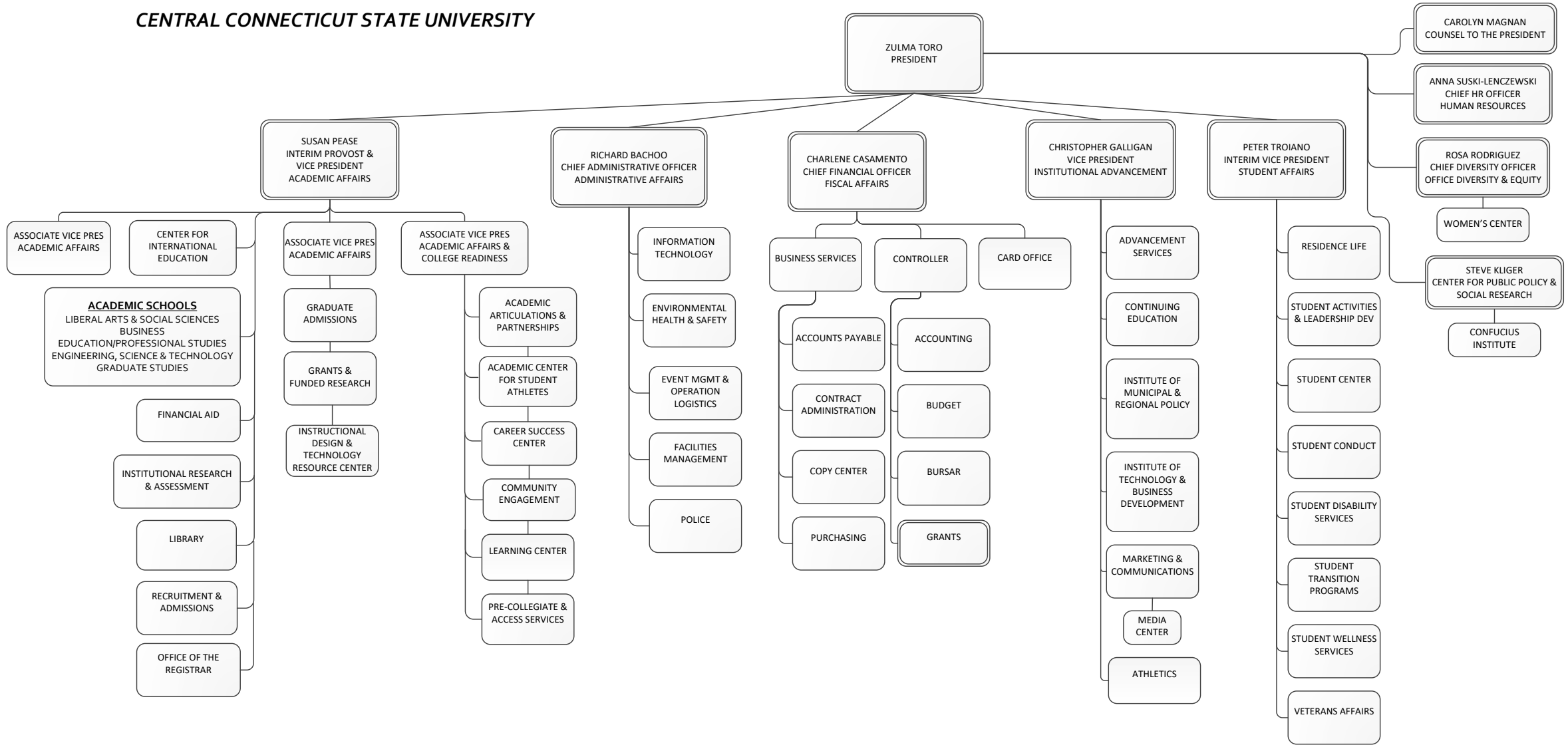
sexual assault prevention and awareness as well as issues related to the recruitment and selection of staff and faculty.

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 7,500 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 on the basis of 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.**

CENTRAL CONNECTICUT STATE UNIVERSITY

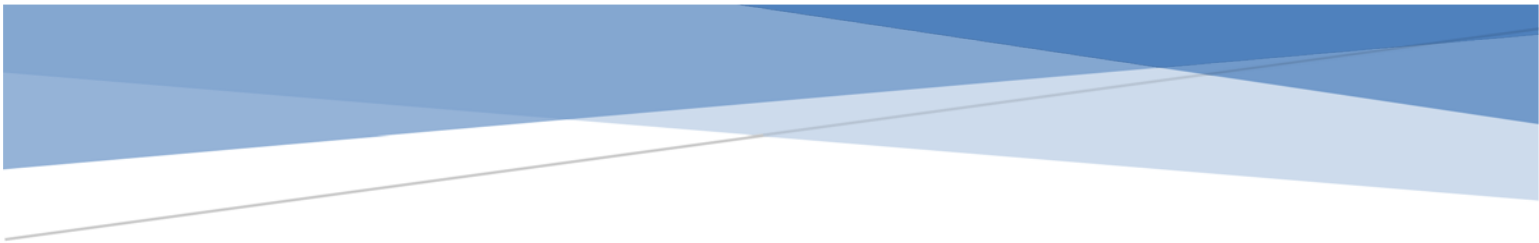


2016/2017 CCSU Affirmative Action Employee Advisory Committee

Last Name	First Name	Title	Department	School	Bargaining Unit	Email	Phone	Accept/Reject	11/11/2016	12/5/2016
Alfano	Michael	Dean, SEPS	SEPS	SEPS	Mgmt	malfano@ccsu.edu	860-832-2252	Accept	No	No
Al-Masoud	Nidal	Professor	Engineering	SEST	AAUP	almasoudn@ccsu.edu	860-832-1825	Accept	Yes	No
Ansarra	Michael	Sr. Associate Athletic Dire	Athletics		SUOAF	ansarra@ccsu.edu	860-832-3072	Accept	YEs	Yes
Cavanaugh	Mary	HR Administrator	HR		Mgmt	CavanaughM@ccsu.edu	860-832-1856	Accept	No	Yes
Cifuentes Jr.	Alberto	Library Technical Assistan	CCSU Library		A&R P-5	acifuentes@ccsu.edu	860-832-3402	Accept	Yes	Yes
Cintorino	Salvador	Assistant Chief Administra	Administrative Affairs		SUOAF	Cintorino@ccsu.edu	860-832-1889	Accept	Yes	No
DiPlacido	Joanne	Associate Professor	Psychology	CLASS	AAUP	diplacido@ccsu.edu	860-832-3102	Accept	No	No
Farhat	Joseph	Professor	Finance	SOB	AAUP	farhatjob@ccsu.edu	860-832-3187	Accept	Yes	Yes
Gonzalez-Sanders	Delia	Professor	Social Work	SEPS	AAUP	sandersdej@ccsu.edu	860-832-3143	Accept	Yes	No
Hall	Larry	Director of Admissions	UG Admissions		SUOAF	Halllaw@ccsu.edu	860-832-2298	Accept	No	No
Lee-Partridge	Joo Eng	Professor	MIS	SOB	AAUP	LeePartridge@ccsu.edu	860-832-3163	Accept	Yes	Yes
Liard-Muriente	Carlos	Professor	Economics	CLASS	AAUP	liardcaf@ccsu.edu	860-832-3732	Accept	Yes	Yes
Open		Student Affairs								
Open		Clerical								
Phillips	Evelyn	Professor	Anthropology	CLASS	AAUP	phillipsE@ccsu.edu	860-832-2617	Accept	Yes	No
Simcik	Chris	Director of Administrative	Information Technology		SUOAF	simcik@ccsu.edu	860-832-1715		No	No
ODE Staff										
Rodriguez	Rosa	Chief Diversity & Title IX O	ODE		Mgmt	rosa.rodriquez@ccsu.edu	860-832-0178			
D'Agostino	Nicholas	Associate in Diveristy	ODE		Mgmt	nicholas.dagostino@ccsu.edu	860-832-1653			

Racial Demographics: 6W, 4B, 3H, 2O

Gender Demographics: 9M, 6F



CCSU 2017 AFFIRMATIVE ACTION PLAN

Executive Summary

Abstract

The Affirmative Action Plan (AAP) is a comprehensive, result-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 to 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 has completed the University's Affirmative Action Plan (AAP) per the Connecticut General Statutes 46a-68. The AAP is a comprehensive, result-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 to achieve equal opportunity.

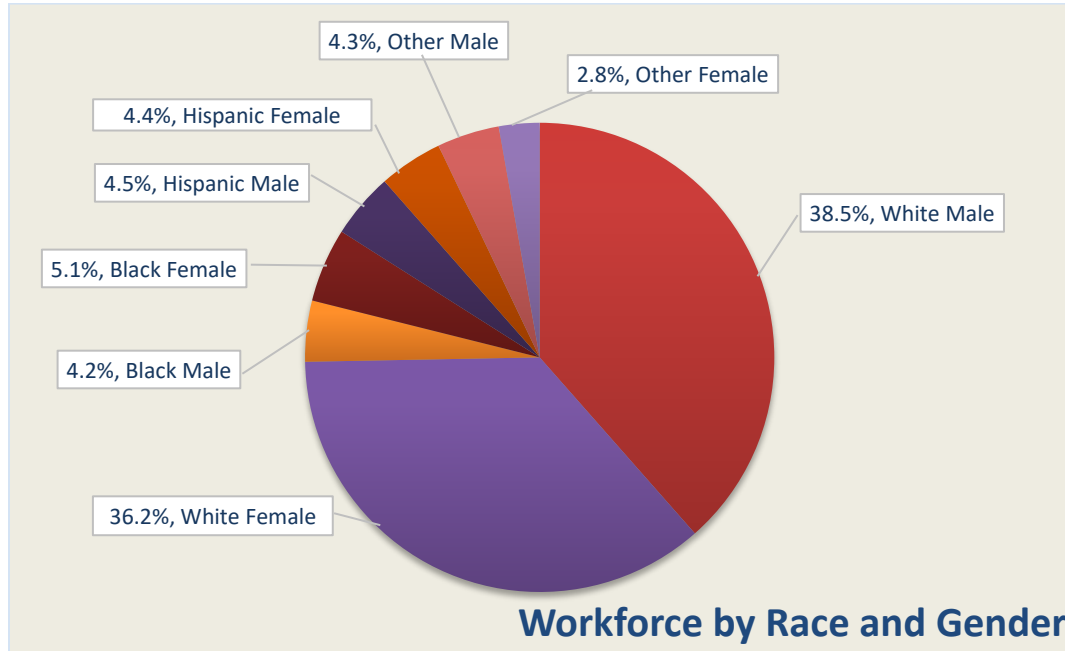
The plan is submitted annually for review and approval by the Commission on Human Rights and Opportunities (CHRO). The CHRO reviews and evaluates the plan within 90 days to ensure that it contains all required elements and it is in compliance. CHRO approved the 2016 Plan based on CHRO Reviewer Neva Vigezzi's recommendation with no weaknesses noted.

CCSU Full-time Workforce Statistics Table

CATEGORY OR CLASS	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNPI*	
				MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Executive Management	33	19	14	13	10	5	1	1	3	0	0
		57.6%	42.4%	39.4%	30.3%	15.2%	3.0%	3.0%	9.1%	0.0%	0.0%
Faculty	443	258	185	194	145	16	13	12	9	36	18
		58.2%	41.8%	43.8%	32.7%	3.6%	2.9%	2.7%	2.0%	8.1%	4.1%
Professional Non-Faculty	225	92	133	74	100	7	15	9	14	2	4
		40.9%	59.1%	32.9%	44.4%	3.1%	6.7%	4.0%	6.2%	0.9%	1.8%
Clerical Secretarial	93	9	83	3	60	2	14	3	9	1	1
		9.8%	90.2%	3.3%	64.1%	2.2%	15.2%	3.3%	9.8%	1.1%	1.1%
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	67	56	11	44	7	4	0	8	4	0	0
		83.6%	16.4%	65.7%	10.4%	6.0%	0.0%	11.9%	6.0%	0.0%	0.0%
Protective Services	18	16	2	7	1	4	1	5	0	0	0
		88.9%	11.1%	38.9%	5.6%	22.2%	5.6%	27.8%	0.0%	0.0%	0.0%
TOTALS	908	468	439	350	329	38	46	41	40	39	25
	100.0%	51.5%	48.5%	38.5%	36.2%	4.2%	5.1%	4.5%	4.4%	4.3%	2.8%

Faculty special appointments, University Assistants and Emergency hires and graduate interns are not included in the full-time workforce. With the exception of the Workforce Table the coaching category is analyzed separately.

Workforce by Race and Gender Chart



ANALYSIS OF GOALS FOR 2016-2017

Hiring Goals

For this reporting period, CCSU established seventy (70) hiring goals and experienced thirty-two (32) hires. Hiring occurred in the occupational categories of Executive Administrative, Associate Professor, Assistant Professor, Coaching, Professional Non-Faculty, Clerical All Titles, Service Maintenance All Titles (excluding custodians), and Custodians.

Since goal achievement cannot take place in categories where hiring did not occur, sixteen (16) goals attributable to the categories of Professor [one (1) goal], Secretary 2 [two (2) goals], Technical Paraprofessional [five (5) goals], Protective Service [six (6) goals], and Skilled Crafts [two (2) goals] could not be achieved.

Therefore, only fifty-four (54) of the seventy (70) established goals were identified as achievable goals. Of the thirty-one (31) hires that occurred during this reporting period, eleven (11) or thirty-six percent (36%) of all hires, met established reachable hiring goals.

Hires Table

This table includes only categories where hiring occurred; excludes Professor, Secretary all titles, Technical Paraprofessional, Protective Services, and Skilled Crafts.

EEO Category	Hires	Goals	Goals Achieved	Percent of Goal Achievement
Executive Administrative	2	5	1	50%
Faculty	9	14	4	44%
Coaching	1	5	1	100%
Professional Non-Faculty	16	12	5	31%
Other Staff (Classified)	3	18	0	0%
Total	31	54	11	34%

Additionally, in its commitment to diversity the University hired sixteen (16) members of underrepresented groups* that did not meet established goals:

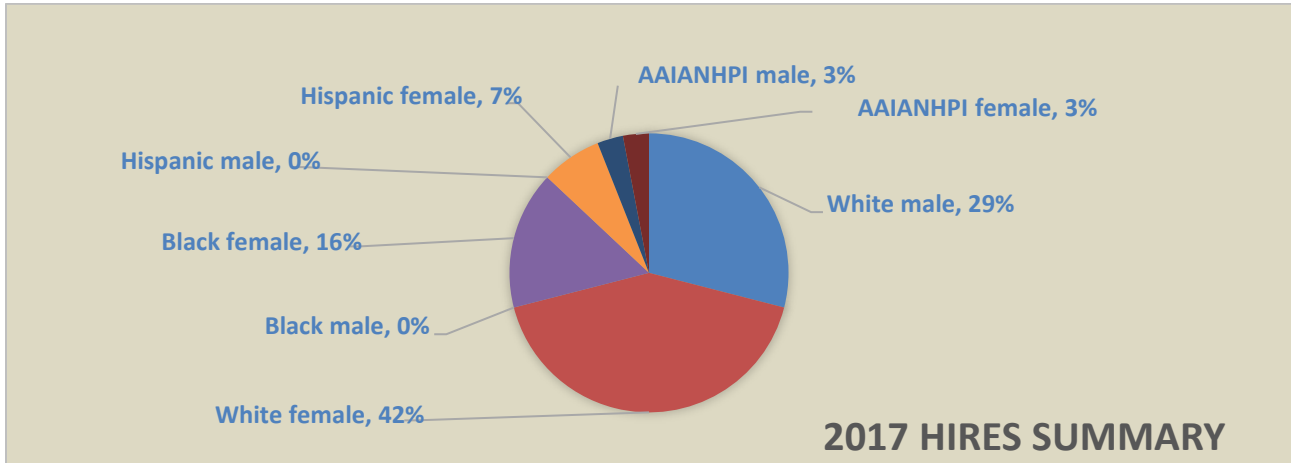
- One (1) diverse hire in the **Executive Administrator** category: One (1) Hispanic female.
- One (1) diverse hire in the **Associate Professor** category: One (1) White female.
- Three (3) hires in the **Assistant Professor** category: Two (2) White females and One (1) AAIANHNPI male.
- Eleven (11) diverse hires in the **Professional/Non-faculty** category: Nine (9) White females; One (1) Black female; and, One (1) Hispanic female.

*White Female hires in the categories of Clerical, all titles; and Secretary 2 were not identified as diverse candidates as they are overly represented in these categories.

In all, twenty-seven (27) out of the thirty-one (31), or Eighty-seven percent (87%), were either goal candidates or candidates from historically underrepresented groups including White females in non-clerical positions. The table and chart below gives an overview of hires by race and gender.

EEO Category	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	AAIANHNPI Male	AAIANHNPI Female	Total
Executive	0	0	0	1	0	1	0	0	2
Assistant Professor	2	2	0	0	0	0	1	1	6
Associate Professor	2	1	0	0	0	0	0	0	3
Coaching	0	0	0	1	0	0	0	0	1
Prof. Non-faculty	3	9	0	3	0	1	0	0	16
Secretarial All	0	1	0	0	0	0	0	0	1
Service Maintenance	1	0	0	0	0	0	0	0	1
Custodians	1	0	0	0	0	0	0	0	1
Total	9	13	0	5	0	2	1	1	31
Percentage	29%	42%	0%	16%	0%	7%	3%	3%	

Hires Summary Chart



Promotional Goals

For this reporting period, CCSU established twenty-six (26) promotion goals and experienced thirty-two (32) promotions. Promotions occurred in the occupational categories of Executive Administrative, Professor, Associate Professor, Professional Non-Faculty, Clerical All Titles, Secretary 2, and, Service Maintenance All Titles (excluding custodians). Of the thirty-two (32) promotions that occurred during this reporting period, eleven (11) or thirty-three percent (33%) of all hires, met established reachable promotion goals.

Promotions Table

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

EEO Category	Promotions	Goals	Goals Achieved	Percent of Goal Achievement
Executive Administrative	1	0	0	0%
Faculty	22	23	7	32%
Professional Non-Faculty	1	0	0	50%
Other Staff (Classified)	8	3	0	0%
Total	32	23	7	22%

Additionally, in its commitment to diversify the University promoted seventeen (17) members of underrepresented groups* that did not meet established goals:

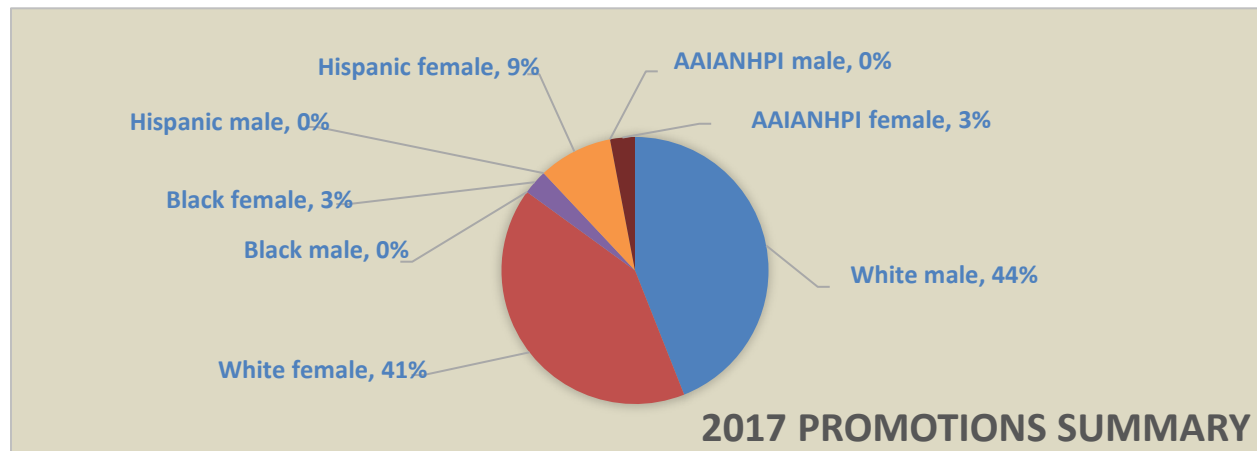
- Five (5) diverse promotions in the **Associate Professor** category: Five (5) White females
- One (1) diverse promotion in the **Professional/Non-faculty** category: One (1) Black female
- Two (2) diverse promotions in the **Secretary 2** category: Two (2) Hispanic females
- One (1) diverse promotion in the **Service Maintenance All Titles** category: One (1) Hispanic female

*White Female hires in the categories of Clerical, all titles and Secretary 2 were not identified as diverse candidates as they are overly represented in these categories.

In all, twenty (20) out of the thirty-two (32), or sixty-three (63%), were either goal candidates or candidates from historically underrepresented groups including White females in non-clerical positions. The table and chart below gives an overview of promotions by race and gender.

EEO Category	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	AAIANHNPI Male	AAIANHNPI Female	Total
Executive	1	0	0	0	0	0	0	0	1
Professor	5	6	0	0	0	0	0	0	11
Associate Professor	5	5	0	0	0	0	0	1	11
Prof. Non-faculty	0	0	0	1	0	0	0	0	1
Clerical	0	2	0	0	0	2	0	0	4
Skilled Craft	1	0	0	0	0	0	0	0	1
Service Maintenance	2	0	0	0	0	1	0	0	3
Total	14	13	0	1	0	3	0	1	32
Percentage	44%	41%	0%	3%	0%	9%	0%	3%	

Promotion Summary Chart



Summary of Faculty Promotions

Promotions in the faculty category are self-directed; therefore, goal achievement can be measured against those who apply for promotion.

Promotions to Professor

There were fourteen (14) faculty members who applied for promotions to Professor: Seven (7) White males; Six (6) White females; and, One (1) AAIANHNPI male.

Eleven (11) applicants were recommended for promotions to Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: Five (5) White males and Six (6) White females. Of the Eleven (11) promotions that occurred in this category, the University achieved six (6) White female established promotional goals.

- Two (2) White male non-goal candidates, 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 six (6) goals: Six (6) White females.

Of the eleven (11) promotions that occurred in the professor category, the university achieved six (6) established goals or fifty-five percent (55%).

Promotions to Associate Professors

There were fourteen (14) faculty members who applied for promotions to Associate Professor: Six (6) White males; Five (5) White females; One (1) AAIANHNPI male; and Two (2) AAIANHNPI female. Eleven (11) applicants were recommended for promotions to Associate Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: Five (5) White males; Five (5) White females; and One (1) AAIANHNPI female. Of the Eleven (11) promotions that occurred in this category, the University achieved one (1) AAIANHNPI female established promotional goals.

- One (1) White male non-goal candidates, One (1) AAIANHNPI male non-goal candidate, and One (1) AAIANHNPI 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 one (1) applicant who was a goal candidate, the University achieved one (1) goal: One (1) AAIANHNPI female.

Of the eleven (11) promotions that occurred in the associate professor category, the university achieved one (1) established goal or nine percent (9%). **Of these promotions, six (6) or fifty-five (55%) were either goal or diverse candidates.**

Hiring and Promotional Goals for 2016-17

It 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 as short term (one year or less) or long term (more than a year, but not more than five).

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, if they qualify, for specific vacancies.

An analysis of all hiring and promotional goals is distributed on a regular basis to the President, the Vice Presidents, Chief Officers, Deans, Directors, Union Presidents and Minority Committee Chairs, managers, and supervisors. In addition, a summary of the hiring and promotional goals for the current reporting period is posted on the Office of Diversity and Equity web page at <http://www.ccsu.edu/AffAction/>. However, in addition to making every good faith effort to meet the established goals, the University will continue to be committed to a qualified, diverse workforce.

Based on the Section 46a-68-40, Utilization Analysis, the University has established the following hiring and promotion goals for the period of August 1, 2016 through July 31, 2017.

EXECUTIVE/ADMINISTRATIVE

Hiring

3 White Females
1 Black Female
1 AAIANHNPI Male
1 AAIANHNPI Female

Promotional

1 White Female

FACULTY

PROFESSOR

Hiring

1 White Female

Promotional

12 White Females
8 AAIANHNPI Males

ASSOCIATE PROFESSOR

Hiring

2 Black Males
3 Black Females
1 Hispanic Male
3 Hispanic Females
1 AAIANHNPI Female

Promotional

1 Black Female
2 Hispanic Females
1 AAIANHNPI Female

ASSISTANT PROFESSOR

Hiring

1 White Male
4 White Females
2 Hispanic Males
1 AAIANHNPI Female

Promotional

None

COACHING

Hiring

1 Black Male
1 Black Female
1 Hispanic Male
1 AAIANHNPI Male
1 AAIANHNPI Female

Promotional

None

PROFESSIONAL/NON-FACULTY

Hiring

1 Black Male
4 AAIANHNPI Males
5 AAIANHNPI Females

Promotional

None

SECRETARIAL CLERICAL (Excluding SECRETARY 2)

Hiring

4 White Males
2 Hispanic Females
1 AAIANHNPI Female

Promotional

1 Hispanic Female

SECRETARIAL CLERICAL/SECRETARY 2

Hiring

1 White Male
1 Black Female

Promotional

1 White Female

TECHNICAL/PARAPROFESSIONAL

Hiring

3 White Females
1 Black Male
1 Hispanic Female

Promotional

None

PROTECTIVE SERVICES

Hiring

4 White Males
1 White Female
1 Hispanic Female

Promotional

None

SKILLED CRAFTS

Hiring

1 Black Male
2 Hispanic Males

Promotional

None

SERVICE MAINTENANCE (EXCLUDING CUSTODIANS)

Hiring

1 White Female
1 Black Male
1 Hispanic Male
1 AAIANHNPI Male

Promotional

1 White Female

1 Hispanic Male

SERVICE MAINTENANCE/CUSTODIANS

Hiring

2 Black Males
2 Black Females
1 Hispanic Male
1 AAIANHNPI Male

Promotional

None

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

Program Goals

The University has established program goals pursuant to analyses conducted in **Section 46a-68-87, Identification of Problem Areas** in order to remove any disparity or adverse impact on the race/sex group members in the respective occupational categories.

The University's programs will be meaningful, measurable and reasonable attainable and consistent with Section 46a-68-92—Good Faith Efforts.

While the University did not identify any significant employment policy or practice that adversely affects any minority group candidates, including physically disabled or older persons, it did identify areas that

need to be further explored in the recruitment of service maintenance and skilled craft. If disparities occur, the University will initiate a goal to remove such impact.

Recruitment and Equitable Search Process

In the Professional Non-faculty category, ODE will consult with hiring managers to determine when an affirmative action search should be utilized to fill a vacancy. This is not an official goal; however, it will be a standing practice for all SUOAF bargaining positions.

In the Service Maintenance, when the position does not require State of Connecticut examinations, the University will expand and identify new advertising and recruitment sources. Additionally, the custodian and skilled craft are also areas that need improvement in their diversification of applicants.

The University has considered alternatives in addition to those already outlined above to eliminate any problem areas identified in the **Identification of Problem Areas** section.

Other Program Goals

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.

As Program Goals for the plan year 2017-2018, in order to foster a campus climate of tolerance 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 Continued

a. Internal SUOAF Search Process

- The recommendations of the Employee Advisory Committee's Internal Search Process Subcommittee will be forwarded to the Office of Human Resources for consideration. We are seeking to document the internal search process in the hiring manual.

Completion Date: July 2018

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

2. Promotion of Equal Opportunity and Harassment-free Workplace

a. Training

- ODE will continue to conduct training sessions specifically targeting hiring managers and search committee chairs and members. This training will focus on such topics as implicit bias, role of hiring managers and search committee members, or equitable hiring/recruitment standards.
- ODE will continue to provide structured training programs for the members of the newly established employee advisory committee and other training opportunities for the entire EAC membership.
- ODE will also provide specialized training programs based on needs identified in departments, from internal complaints/investigations or as requested by university faculty, staff or students.
- ODE will provide new online Title IX training.

Completion Date: July 2018

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

b. Employee Climate Survey

- CCSU will administer the staff/faculty employment survey on gender-based discrimination during the fall 2017 semester. Once completed, the results will be analyzed and provided in report form to university leadership. Additionally, the results of the gender-based discrimination (including sexual harassment) will be available to the university community e.g., department and university-wide presentations, e-mail, and the web site.

Completion Date: July 2018

Responsible Person(s): Chief Diversity Officer; CCSU Victim Advocate; Associate in Diversity and Equity

3. Foster a Safe and Inclusive Work Climate

a. Campus-wide and community events to honor the contributions of our faculty and staff from underrepresented groups.

- Organize two campus events to celebrate the contributions of our LGBTQ and African American communities, Rainbow Breakfast and Recognition Ceremony and MLK Breakfast Celebration. External community members will also be invited to increase internship opportunities for students and to recruit part-time faculty members.

Completion Date: October 2017 and February 2018

Responsible Person(s): Chief Diversity Officer; Chief Human Resources Officer; Associate in Diversity and Equity; Institutional Advancement and the Vice President of Student Affairs

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.

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

Position: _____ **Search Number:** _____

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**
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: 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 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 an Assistant Professor: White Male, White Female, Hispanic Male, AAIANHNPI* Female.

The Office of Diversity and Equity will provide demographic information to the committee when the AAP3 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 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. 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.

11/25/17
Edited

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, Hispanic Outlook, Diversejobs.net and Higheredjobs.com

	<i>(Human Resources Dept)</i>

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 _____
3 _____ Executive Officer _____ Date _____	4 _____ Chief Diversity Officer or designee _____ Date _____

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Position Control # _____

Search # _____

Recommended Candidates

Department _____ Position Title/Rank _____

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

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 _____ Date _____

Approvals: If the position supervisor is an Executive Committee member, the President's signature is required.

Hiring Manager (position supervisor) _____ Date _____

Executive Committee Member (President, Vice President, or Chief Officer) _____ Date _____

Chief Diversity Officer _____ Date _____

Chief Human Resources Officer _____ Date _____

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Executive Committee Agenda
Tuesday, August 9, 2016
9:30 a.m.

1. Enrollment Update

C. Lovitt

2. Kaiser Parking Lot

R. Bachoo

3. Tuition Policy Proposal

J. Miller

4. Recommended Follow-up Study of the Gender and Race Equity Report

J. Miller

a. Employees Identified as Confidential (C. Magnan)

b. Climate Survey for Faculty and Staff

Executive Committee Agenda
Tuesday, November 29, 2016
9:30 a.m.

PRESIDENT'S CONFERENCE ROOM

1. CMHA Purchase of Mirich's Place

C. Lovitt

2. Budget Update

C. Casamento

3. PCI

C. Casamento/L. Bonessio

4. Facility Use Agreements Collection Efforts

C. Casamento

5. Enrollment, Recruitment, and Retention Meeting Update

S. Pease

6. Affirmative Action Plan

R. Rodriguez

7. As May Arise

Executive Committee Meeting
February 15, 2017
Action Items

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-
-
-
-

▪ R. Rodriguez will begin meeting with multicultural employee groups to identify a representative to sit on a Climate Survey Committee. The goal is for all groups to be represented and for one Climate Survey to be administered.

Executive Committee Agenda
Tuesday, April 11, 2017
8:30 am
Memorial Hall, President's Dining Room

1. Stand Up CCSU Campaign
S. Dodd
2. Final Recommendation for Next Year's Spending Plan
Z. Toro
3. Transfer Study (Top Three Recommendations)
Z. Toro
4. Main Issues Affecting Graduation and Retention Rates
Z. Toro

Executive Committee Notes of Tuesday, April 11, 2017

Present: R. Bachoo, L. Bonasio-Peterson, C. Galligan, C. Magnan, C. McDavid, S. Pease, A. Suski-Lenczewski, Z. Toro

Guests: S. Dodd, A. Mendoza, J. Perez,

Excused: C. Casamento (Attended Via Telephone), R. Rodriguez

StandUpCCSU Campaign (S. Dodd)

S. Dodd provided a brief overview of the StandUpCCSU Campaign. StandUpCCSU is a bystander awareness campaign that encourages the campus community to stand up and take action against violence. S. Dodd introduced A. Mendoza and J. Perez, two student volunteers who are working on the campaign. There is a total of twelve student volunteers. S. Dodd wanted to be sure to recognize that this is a student developed campaign. A. Mendoza, a senior graduating in May with a B.A. in Psychology, completed several drawings used for the posters. One of the drawings was a self-portrait. Each drawing took 6-8 hours to complete. J. Perez, a graduate student majoring in Criminology, is looking forward to working on the Campaign again next year. Z. Toro asked what can Executive Committee do to support the Campaign. The following suggestions were made:

- Display posters campus-wide.
- Provide funding for more events.
- Make training mandatory.

Executive Committee Agenda
Wednesday, May 10, 2017
10:00 am

President's Office, Conference Room

1. CCSU Honors College: A Recruitment Tool Z. Toro
2. Strategies to Increase CCSU's Housing Occupancy Z. Toro
3. December Commencement Z. Toro
4. Enrollment Update Z. Toro
5. Design Thinking Documents Z. Toro
6. Annual Report Request for UPFC Z. Toro
7. Art Gallery Z. Toro
8. Here4U@CCSU Comments/Suggestions Z. Toro
9. Student Panel on Racism Comments Z. Toro

Executive Committee Agenda
Tuesday, May 23, 2017
10:30 am
President's Office, Conference Room

1. Annual Report Request for UPBC & End of the Year Report
Z. Toro
2. Art Gallery
Z. Toro
3. Here4U@CCSU Comments/Suggestions
Z. Toro
4. Student Panel on Racism Comments
Z. Toro
5. Proactive Measures to Address Administrative Vacancies
A. Suski-Lenczewski
6. Patriotic Teacher of the Year Award
S. Pense

Executive Committee Agenda
Tuesday, July 11, 2017
8:30 am
President's Office, Conference Room

1. Office of Student Disability Services (Valerie Hamilton-Brodie)
2. BOR's Use of a Preferred First Name and Execution Changes to Legal Name by Student Policy (Z. Toro)
3. 2017 Latin Festival Sponsorship Package (Z. Toro)
4. Purchase of CCSU Bus (Z. Toro)
5. Consideration/Approval of Proposals and Projects (Z. Toro)
6. Enrollment Report (Z. Toro)
7. Taskforce Food Service Models (Z. Toro)
8. Options to Increase Occupancy in Residence Halls (Z. Toro)

LGBT Advisory Committee Meeting
October 24, 2016
Student Center – Blue & White Room
12:15-1:30pm

Present: Ryan Baumann (Residence Life), Alberto Cifuentes, Jr., (Library), Nick D'Agostino (Diversity and Equity), Scott Hazan (Student Activities and Leadership Development), William Mann (History), Gladys Moreno-Fuentes (Counseling and Wellness), Crystal Nieves (LGBT Center), Nghi Thai (Psychological Science)

Not Present: Jacqueline Cobbina-Boivin (Women's Center), Lila Coddington (Counseling and Family Therapy), Joanne D'Placido (Psychological Science), Collan Fuller (Student), Jessica Greenbaum (Sociology), Caitlin Lucevitz (Student), Jaclyn Martin (Student), Nichol McCarter (Student), Ross Rodriguez (Diversity and Equity), Marco Tavernier (Student), Jeffrey Thomas (Geological Sciences), Laura Tordenti (Student Affairs)

Agenda:

1. Welcome and Introductions
2. Identify a Note-taker – Alberto volunteered
3. Ice Breaker – Introductions
4. Review Minutes from May 2016 Meeting – Minutes approved online
5. LGBT Center Updates and Pride Updates
 - a. Pride has been very visible since the beginning of the semester, especially with their pronoun campaign.
 - b. Pride held a great bisexuality awareness program with speaker and activist Robin Ochs. They are hoping to coordinate some type of bisexuality program for R.A.s and a discussion about relationship orientation.
 - c. Pending available funds, Crystal will be going with 4-5 students to the annual Creating Change Conference Jan. 18-22 in Philadelphia. Nick suggested speaking with Dr. Tordenti to request additional necessary funds for students attending conference.
 - d. Crystal stated that Campus Police has been effective at helping transgender students and more prepared to deal with bathroom issues. Moreover, all of the bathroom signs on campus have been changed to "Single-Use Restroom." Title IX Trainings now have a transgender component.
 - e. Writer and activist Larry Kramer will be speaking with Bill Mann on Wednesday, Nov. 16, 3-4pm, in Torp Theatre, Davidson Hall. This will be followed by a screening of *The Normal Heart* from 4:30-7pm. These two events are free and open to the public.
 - f. "Feminizing the Masculine Man," a one-day exhibition, will be showing on Thursday, Nov. 17, at 5pm in the Connecticut Room, Memorial Hall. Free and open to the public.
 - g. "Being LGBT in CT" panelists have been secured. The event will take place on Tuesday, Feb. 14, 4:30pm, in the Constitution Room, Memorial Hall.
6. New Business: Brainstorming Activity – Goals and Objectives for Fall/Spring
 - a. Roommate Issues: This was brought up by Gladys. LGBTQ students deal with very particular and time-sensitive issues with roommates. How can roommate conflicts be addressed more expediently? Ryan stated that any conflict that is reported and R.A.s try to mediate is documented; mediation is conducted with the facilitation of the R.A. and R.D. before considering to remove a student from a room or dorm. The separation of roommates can be expedited if necessary, and student perpetrators will usually go through the Office of Conduct to determine repercussions, including but not limited to housing removal. Scott stressed the importance of documenting any occurrences of harassment, and stated that tracking occurrences

- b. Gender-inclusive housing: This is a project that needs to be completed since there are still some unhappy students. Nghi underscored the importance of using the correct pronouns and the gender-inclusive language in classrooms (i.e. using "transgender" instead of "transgendered"). It was also suggested that a gender-inclusive box be included in all housing forms, including Banner. The housing form already uses a student's preferred name, but the student cannot choose a roommate beyond the sex of that roommate.
- c. Presence at Faculty/Staff Meetings: We should increase our presence and voice at other faculty/staff meetings since our issues often intersect with issues raised in other committees and departments, especially any related to harassment, violence, and housing.
- d. Faculty-Staff Training: Crystal stated that the training expectations for faculty/staff when it comes to LGBTQ issues are not being met. More specifically, many faculty/staff are not using Banner to extract student data correctly or using records that do not protect a student's privacy. There is a need to get these types of policies (i.e. restrooms, pronouns (vs. misgendering), preferred name) into regular practice with faculty/staff. It was shared that these policies are part of Title IX training, which is mandated, and Safe Zone training, which is voluntary. Moreover, Bill mentioned that these types of issues regarding misgendering, not using the student's preferred name, and/or extracting the wrong data about a student can occur often with adjunct faculty. Even though they are mandated to go through Title IX training, any adjunct faculty who intentionally engage in any activity that violates these policies should be reported to the Office of Diversity and Equity.
- e. Strategic Planning: Scott recommended that we develop a strategic plan covering a span of 5 to 10 years that specifies and explains the goals and outcomes of the committee for the new CCSU President. Scott volunteered to help draft this strategic plan. Part of the plan include the mission statement, goals and objectives, steps to accomplish the goals and objectives, and methods for assessing the outcomes. The committee will have a mini-retreat in December to draft the plan, and Nick will book the space.

7. Old Business: Bylaw Review

- a. The review of the mission statement, membership, and purpose will be done during the strategic planning retreat in December.

Next Meetings (12:15-1:30pm):

- Thursday, Nov. 17, 2016 (Student Center – 1849 Room)
- Monday, Feb. 27, 2017 (Student Center – Blue & White Room)
- Monday, Mar. 27, 2017 (Student Center – Blue & White Room)
- Monday, Apr. 24, 2017 (Student Center – Blue & White Room)

Meeting Adjourned at 1:30pm

Submitted Respectfully,
 Alberto Cifuentes, Jr.

LGBT Advisory Committee Meeting
November 17, 2016
Student Center – 1849 Room
12:15-1:30pm

Present: Alberto Cifuentes, Jr., (Library), Jacqueline Cobbina-Boivin (Women's Center), Nick D'Agostino (Diversity and Equity), Scott Hazan (Student Activities and Leadership Development), Jeffrey Thomas (Geological Sciences)

Not Present: Ryan Baumann (Residence Life), Lila Coddington (Counseling and Family Therapy), Joanne DiPlacido (Psychological Science), Collan Fuller (Student), Jessica Greenbaum (Sociology), Carlin Lucevitz (Student), William Mann (History), Jaclyn Martin (Student), Nichol McCarter (Student), Gladys Moreno-Fuentes (Counseling and Wellness), Crystal Nieves (LGBT Center), Rosa Rodriguez (Diversity and Equity), Marco Taverner (Student), Nghi Thai (Psychological Science), Laura Tortenti (Student Affairs)

Agenda:

1. Welcome and Introductions
2. Identify a Note-taker – Alberto volunteered
3. Review Minutes from October 2016 Meeting – Agreed to table approval of minutes until we have a quorum
4. LGBT Center Updates and Pride Updates – Agreed to table since Crystal not present
5. Strategic Planning Committee
 - a. Identify Members – Scott Hazan, Alberto Cifuentes, Jr.
 - b. Establish Timeframe – Scott suggested a flexible 5-year plan; proposal to be submitted by end of Spring 2017 semester.
 - c. The different parts of the proposal include (1) Mission Statement, (2) Vision Statement, (3) Goals/Learning Outcomes, and (4) Assessment of Outcomes
 - d. Suggested that we meet with LGBT Center and Pride to get full campus perspective.
 - e. Since new CCSU President, Dr. Toro, starts January 3, 2017, it was agreed that we should determine a mission and vision statement before this date to present to her. Scott and Alberto will work on drafting these two statements.
6. Develop Sub-Committee to Review Current By-Laws and Propose Changes to Dr. Tortenti
 - a. Identify Members – Alberto Cifuentes, Jr.
 - b. Establish Timeframe – Tabled
 - c. Appointment of Secretary – Nick D'Agostino nominated Alberto Cifuentes, Jr.; Scott Hazan seconded; and Jacqueline Cobbina-Boivin provided a third vote. After no abstentions or discussion, Alberto officially approved as Recording Secretary. Nick stated that this addition of a new position on the committee may need to be changed in the by-laws.
 - d. Recent Meeting with Student Affairs, Registrar, and IT
 - i. Rosa Rodriguez and her office is drafting a "Dear Colleague" Letter on the Preferred First Name (PFN). The draft of the letter was presented to the committee, and the committee suggested several changes. Nick stated he would also run the letter by Crystal Nieves for her feedback.
7. New Business

- ii. Some of the committee suggestions included emphasizing culture of inclusiveness and respect, adding a statement about additional resources for international students, tying letter directly with university mission, and inserting transgender first when specifying affected groups so transgender students not minimized by or "couched" with other groups.

8. Old Business

- a. By-law review – Tabled

Upcoming Events:

- "Feminizing the Masculine Man" – Thursday, Nov. 17, 2016, at 5pm in the Connecticut Room, Memorial Hall
- "Being LGBTQ in CT" Panel – Tuesday, Feb. 14, 2017, at 4:30pm in Constitution Room, Memorial Hall
- "Being Muslim in CT" Panel – April 2017 (more details TBA)

Next Meetings (12:15-1:30pm):

- Monday, Feb. 27, 2017 (Student Center – Blue & White Room)
- Monday, Mar. 27, 2017 (Student Center – Blue & White Room)
- Monday, Apr. 24, 2017 (Student Center – Blue & White Room)

Meeting Adjourned at 1:15pm

Submitted Respectfully,
Alberto Cifuentes, Jr.

LGBT Advisory Committee Meeting

March 6, 2017

Student Center – 1849 Room

12:15 to 1:30 PM

Draft Agenda

Present:

Not Present:

Agenda:

1. Welcome and Introductions
2. Note taker (Alberto Cifuentes, Jr. – Recording Secretary)
3. Review minutes from October and November 2016 meetings
4. LGBT Center updates & Pride Updates
5. Strategic Planning Committee
 - a. Review current bylaws and identify 3-5 key areas of focus for plan
 - b. Identify members (Scott Hazan, Alberto Cifuentes, Jr.)
 - c. Establish timeframe
6. Develop Sub-Committee to review current bylaws and propose changes to Dr. Tordenti
 - a. Identify members (Nicholas D'Agostino, Alberto Cifuentes, Jr.)
 - b. Establish timeframe (May 2017)
7. New Business
8. Old Business:
 - a. Old Business: Bylaw review

Upcoming Events:

Next meetings:

Monday, March 17, 2017 (Student Center – Blue & White Room)

LGBT Advisory Committee Meeting

April 24, 2017

Blue and White Room

12:15 to 1:30 PM

Agenda

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. Identify 3-5 key areas of focus for plan
 - b. Identify members (Scott Hazan, Alberto Cifuentes, Jr.)
 - c. Establish timeframe
5. Develop Sub-Committee to review current bylaws and propose changes to Dr. Tordenti
 - a. Identify members (Nicholas D'Agostino, Alberto Cifuentes, Jr.)
 - b. Establish timeframe (May 2017)
6. New Business
7. Old Business:
 - a. Old Business: Bylaw review

Upcoming Events:

Next meetings:

May 1, 2017 - (Student Center – Blue & White Room)

LGBT Advisory Committee Meeting
April 24, 2017
Student Center – Blue & White Room
12:15-1:30pm
MINUTES

Present: Alberto Cifuentes, Jr., (Library), Nick D'Agosino (Diversity and Equity), Scott Hazan (Student Activities and Leadership Development), Gladys Moreno-Fuentes (Counseling and Wellness), Crystal Nieves (LGBT Center)

Not Present: Ryan Baumann (Residence Life), Jacqueline Cobbina-Boivin (Women's Center), Lila Coddington (Counseling and Family Therapy), Joanne DiPlacido (Psychological Science), Collan Fuller (Student), Jessica Greenbaum (Sociology), Caitlin Lucevitz (Student), William Mann (History), Jaclyn Martin (Student), Nichol McCarter (Student), Rosa Rodriguez (Diversity and Equity), Jeffrey Thomas (Geological Sciences), Nghi Thai (Psychological Science), Laura Tordenti (Student Affairs)

Agenda:

1. Welcome and Introductions
2. Note-taker (Alberto Cifuentes, Jr. – Recording Secretary)
3. Approve Minutes from March 6th Meeting – Tabled; Nick will submit minutes from this meeting
4. LGBT Center Updates and Pride Updates
 - a. Lavender Graduation: Sunday, May 7, 1-3pm, Founders Hall in Davidson. Open to all CCSU and CT Community College graduating seniors. Register at www.ccsu.edu/LGBT. There are 13-14 CCSU graduates participating but no community college graduates. Alberto let Crystal know he was available to volunteer if needed.
 - b. The event featuring a queer deaf speaker last month went very well and received a lot of positive feedback. It was the first time the center sponsored an event on the intersection of LGBTQ identity and disability.
 - c. The Drag Ball sponsored by CCSU Pride on Apr. 20 went very well and raised money for their charity, True Colors, Inc.

5. Strategic Planning Committee

- a. Identify Members: Alberto Cifuentes, Jr., Nick D'Agosino, Scott Hazan, Gladys Moreno-Fuentes, Crystal Nieves
- b. Sections of Proposal
 - i. Mission Statement
 - ii. Vision Statement
 - iii. Goals/Learning Outcomes
 - iv. Timeline/Timeframe
 - v. Assessment of Outcomes
- c. Key Areas of Focus:

- i. *Inclusivity/Campus Climate* – Preferred name option, gender-inclusive housing, gender-neutral restrooms
- ii. *Campus-wide Education* – Orientation (student and faculty/staff), curriculum, personal connections with students, safety of LGBT staff
- iii. *Accessibility/Equitability* – Bathrooms, housing, sports/athletics (connect with Dr. Bachoo about adding gender-neutral restrooms to new buildings *before* they're built or updated).
- iv. *Recruitment/Retention* – New and transfer students
- v. *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.
- vi. *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).

6. Develop Sub-Committee to Review Current By-Laws and Propose Changes to Dr. Tordenti – Tabled

7. New Business
 - a. Possible New Committee Member: Elijah (student). Crystal will invite him to May 11th meeting
8. Old Business
 - a. By-law Review: Tabled

Upcoming Events:

- Besides Lavender Graduation, nothing else to report.

Next Meeting:

- Thursday, May 11th, 12:30-2:30pm, Location TBA
- Focus will be on strategic planning

Meeting Adjourned at 1:15pm

Submitted Respectfully,
Alberto Cifuentes, Jr.

LGBT Advisory Committee Meeting
May 11, 2017 MINUTES
Student Center – Blue & White Room
12:30-2:30pm

Present: Ryan Baumann (Residence Life), Alberto Cifuentes, Jr., (Library), Nick D'Agostino (Diversity and Equity), Scott Hazan (Student Activities and Leadership Development), Gladys Moreno-Fuentes (Counseling and Wellness)

Not Present: Jacqueline Cobbina-Boivin (Women's Center), Lila Coddington (Counseling and Family Therapy), Joanne DiPlacido (Psychological Science), Collan Fuller (Student), Jessica Greenbaum (Sociology), Caitlin Lucevitz (Student), William Mann (History), Jaelyn Martin (Student), Nichol McCarter (Student), Crystal Nieves (LGBT Center), Rosa Rodriguez (Diversity and Equity), Jeffrey Thomas (Geological Sciences), Nghi Thai (Psychological Science), Laura Tordenti (Student Affairs)

Agenda:

1. Welcome and Introductions
2. Notetaker (Alberto Cifuentes, Jr. – Recording Secretary)
3. LGBT Center Updates and Pride Updates – Nothing to Report
4. Strategic Planning Committee
 - a. Please refer to last two pages for changes made to LGBT Advisory Board mission, vision, goals/objectives, and by-laws
 - b. Sections of Proposal
 - i. Mission Statement
 - ii. Vision Statement
 - iii. Goals/Learning Outcomes
 - iv. Timeline/Timeframe
 - v. Assessment of Outcomes
 - c. Key Areas of Focus (and Corresponding Goal/Objective):
 - i. *Inclusivity/Campus Climate* – Preferred name option, gender-inclusive housing, gender-neutral restrooms (#1, #4)
 - ii. *Campus-wide Education* – Orientation (student and faculty/staff), curriculum, personal connections with students, safety of LGBT staff (#2, #4)
 - iii. *Accessibility/Equity (Buildings/Facilities)* – Bathrooms, housing, sports/athletics. Connect with Chief Administrative Officer (CAO) about adding gender-neutral restrooms to new buildings before they are built or updated. Also speak with CAO 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 (#4) *This traditionally has not been a focus for our committee.*
 - iv. *Recruitment/Retention* – New and transfer students. (#1, #2, #3)
 - v. *Space for Center-Specific 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). (#1, #2)

- d. Discussion of Goals/Objectives:
 - i. The Board needs data on LGBTQ student enrollment, but no data is available yet through the Common Application.
 - ii. The Gender-Neutral Housing Proposal has been approved, but Ryan needs the new language for new housing options before implementation.
 - iii. Do we have a queer community that is residence-specific (i.e. learning community)? For any themed-residence community, at least 40 students would need to participate and occupy the residence floor. This could help with recruitment and retention of LGBTQ students.
 - iv. Are there any opportunities during the summer student orientation (June-Aug.) for community-building? We could facilitate an optional Fall 2018 workshop.
 - v. Nick will speak with CAO Dr. Bachoo about accessibility of buildings and facilities. Can we create language and standards for new construction of buildings? Should the LGBT Center stay in the Student Center or move to Willard/DiLoreto after renovations?
 - vi. We agreed that we should partner with outside organizations like GLSEN Connecticut and True Colors, Inc., to help market the university to LGBTQ students and recruit via a Gay-Straight Alliance (GSA) Summit. We can help offset the costs of these events. We should also collaborate with community colleges and expand Lavender Graduation.
 - vii. How can the LGBT Center become more operationalized? How might it benefit from a full-time staff person? Given the budget challenges, we need impact data on the Center and our projections for impact of a full-time staff member.
5. Develop Sub-Committee to Review Current By-Laws and Propose Changes to Dr. Tordenti
 - a. Identify members (Nick D'Agostino, Alberto Cifuentes, Jr.)
 - b. Develop annual notice for membership (Tabled- need to formalize)
 - c. Formalize membership cycles (Tabled- we have never had a board of 20 members)
 - d. Establish timeframe (will be revisited in Fall 2017)
6. New Business – Nothing to Report
7. Old Business
 - a. By-law Review: Please refer to last two pages for changes made.

Upcoming Events – Nothing to Report

Next Meeting:

- TBD
- Focus will be on addressing how we will strategically approach our goals outlined in revised Mission & Bylaws on last two pages

Meeting Adjourned at 2:30pm

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Central Connecticut State University
Office of Diversity and Equity
Affirmative Action Employee Advisory Committee
Meeting Minutes
November 11, 2016

Present: Nidal Al-Masoud, Michael Ansarra, Alberto Cifuentes, Jr., Salvador Cintorino, Nicholas D'Agostino, Joseph Farhat, Sharon Gaddy, Delia Gonzalez-Sanders, Joo Eng Lee-Partridge, Carlos Liard-Muriente, Evelyn Phillips, Rosa Rodriguez

Not Present: Michael Alfano, Mary Cavanaugh, Joanne DiPlacido, Larry Hall, Chris Simdik

1. Welcome and Introductions
2. Presentation – Affirmative Action Plans
Presentation conducted by ODE staff on the elements of an affirmative action plan. Discussions ensued regarding the various sections and the university's ability to not just recruit employees of color, but also to retain employees of color.
Review of provided binder and associated documents related to the following: affirmative action plans (including numerical analysis), CCSU search process and procedures, and the CCSU hiring manual.
3. Update on the 2016 AA Plan

Rosa Rodriguez provided an update on our current AA Plan and the expectation that we will provide details after submission to the CHRO and a copy of the executive summary.

Next Meeting: Friday, December 9, 2016



Central Connecticut State University
Office of Diversity and Equity
Affirmative Action Employee Advisory Committee
Meeting Agenda
November 11, 2016

1. Welcome and Introductions
2. Presentation – Affirmative Action Plans
3. Update on the 2016 AA Plan



Central Connecticut State University
 Office of Diversity and Equity
 Affirmative Action Employee Advisory Committee
 Meeting Minutes
 President's Dining Room
 March 3, 2017

1. Welcome and introductions
2. Review of data for last four hiring cycles

Discussion ensued regarding the data. Discussion regarding need for a more diverse workforce based on data presented, in depth conversation on the impacts of special appointments and PT faculty. Committee also discussed the issue of the time for posting searches later in the academic search cycle which impacts our ability to secure the best candidates.

Discussion regarding the higher pay of Associate Professors. It was noted some of this is due to keeping up with the market – hiring at the Associate level due to the high salary needed to obtain the hires applicants. Per Rosa, if we hire Assistant Professors, we will have a broader pool, however, the salary is not there for certain types of positions in some of the Schools, e.g., School of Business. It was noted that CCSU can only do 5 market adjustments, these go toward Schools that have a need for this, such as Engineering and Technology.

It was requested that numbers be provided regarding declined offers for AAUP. Discussion regarding who makes position offers – some cases the Deans, while in other cases the Chairs.

Discussion on developing a strategic plan to bring new faculty into the institution beyond the traditional hiring process, e.g., post doctorate fellowships.

3. Brief update on hiring hold (Memo from System Office provided)

Some positions will be filled. Positions with soft money (e.g., grant funded) and residential life will be filled. Other positions need to go through the process for re-approval. Dr. Toro has a commitment to filling the faculty positions.

4. Climate Survey gender equity/harassment (shared and reviewed by several members)

Members provide input into some of the questions which will be valuable to the final draft.

5. Comprehensive Climate Study Representation



Central Connecticut State University
 Office of Diversity and Equity
 Affirmative Action Employee Advisory Committee
 Meeting Agenda
 President's Dining Room
 December 9, 2016

1. Welcome and Introductions
2. CCSU Affirmative Action Plan Executive Summary
3. Request for data/Information
4. New Business



Office of Diversity and Equity - Affirmative Action Employee Advisory Committee

April 24, 2017 - Meeting Minutes

SEST Dean's Conference Room - Copernicus 20401

1. Welcome and introductions

Present: Michael Alfano, Nidal Al-Masoud, Michael Anzara, Mary Cavanaugh, Alberto Cifuentes, Jr., Sai Cintorino, Nicholas D'Agostino, Joanne DiPlacido, Joseph Farhat, Larry Hall, Joe Eng Lee-Partridge, Carlos Lard-Muriente, Evelyn Phillips, Rosa Rodriguez, Della Sanders, Chris Simcik.

2. Brief update on searches

- The following was discussed:
 - o Conversation focused on the diversity of department chairs, specifically chairs of color.
 - o Discussion on the hiring process within each school and how the decision is made on the decision of an internal versus an external search.
 - o Discussion on the importance of staff/faculty of color to participation on search committees. It was also discussed if these employees will not be a strong voice, it may be best for them to decline from participation. It isn't simply a matter of having a person of color on each search committee, there needs to be a voice that advocates for diversity.
 - Discussion focused on the lack of process of hiring part-time employees. For example, we currently have a formalized search process for part-time coaches. This has allowed us to diversify and move these positions from part-time to full-time without a search.
 - Discussion of diversification of adjuncts and the challenges on the selection on them. I was recommended to have a more formal process for recruitment and selection.
 - Discussion about the retention of employees. ODE was asked if we have exit surveys; Rosa will receive this data going forward.

3. Meeting with Dr. Toro

Discussion on current searches and the hiring freeze. Rosa reported that there is an emphasis on filling teaching faculty positions. Update on current open positions, e.g., Geography, and upcoming postings, e.g., admissions (graduate and undergraduate). Other positions likely to move forward are grant funded positions and residence life positions.

The diversity of hires during this recruitment cycle has not been too good; however, we hope to be able to achieve diversity in the residence life searches.

Brief discussion by President Toro and the need for applicant pools to reflect our campus community. How do we measure experience? When we ask for two years of teaching, we can eliminate recent PhD graduates who may have some teaching experience.

Rosa indicated that we will be conducting a broader climate study that may go to students and/or faculty and staff. The proposed mechanism will be drafted and finalized with the collaboration of the various identity centers and groups on campus.

Discussed lack of support for faculty of color in various departments. It is important that as we develop the mechanism that we meet with various groups on campus.

Committee members who want to participate on the committee to develop the survey: Michael Anzara, Joanne DiPlacido, Evelyn Phillips.

6. Meeting with Dr. Toro

- Consistency of offers: Joanne DiPlacido
- Issue of Special Appointments
- Advertisement of positions: Carlos Lard Muriente
- Climate Issue - Lack of support in departments
- Discuss vision and mission of the EAC and what is our role within Dr. Toro's administration
- We will draft questions in advance of this meeting.

7. Other business

Discussion on student demographics and the desire to serve 15000 students. Mike Anzara discussed a program that existed before that focused on the recruitment of students of color. This program lost funding.

The AA Plan was approved and the review highlighted key programs including but not limited to CONNCAS, CONNCAP, Girls in Stem and training and development.

8. Next meetings

March 31, 2017 with guest speaker

April 21, 2017 with Dr. Toro

CSU. What can we do to assist in changing the climate, as it related to the treatment of faculty of color? – Evelyn Phillips

Dr. Toro indicated that his would be a role for this committee. She inquired about formal mentoring programs within faculty departments. Dr. Toro reported that research suggests that mentoring programs housed within individual departments is the least effective. Conversation on the focus of mentoring to be on PNT, DEC process. Additional conversation on the need for such a program campus wide with a focus on the first year which is a lot to take on for newly appointed faculty. Such a program could assist us with retaining faculty of color.

Dr. Toro recommended that we look to New Mexico State University who used to have a strong mentoring program.

Dr. Toro also added that part of the issue is the perception of students of faculty of color, faculty with accents. The world is a better place if we are able to embrace diversity. Evelyn stated that if faculty are addressing culturally related behaviors or comments (or subjects) the comments (on student opinion surveys) can be negative.

Dr. Toro also brought up the need to start working with students who are experiencing a national climate change and helping them process through some of the rhetoric.

Conversation on Climate

Historia brought up the discussion about implicit bias, equity versus equality and past issues (a historical perspective). Dr. Toro added this as another role for this committee. She reported going from department to department and recognizes that while progress has been made, we are not where we need to be. At times, we are not as welcoming and open as we would like to be and lack tolerance for cultures and racial groups – we have these issues here.

Dr. Toro challenged us to partner with her to change the climate.

- Brief discussion about the faculty senate diversity committee (a campus resource)
- O-designated courses (a way to expose students to different aspects of diversity)
- Recognizing that many of our students haven't left CT, having never been exposed to many people who are culturally/racially different than themselves.
- Diversity in faculty ranks can increase that exposure

Committee voted to become a partner with Dr. Toro in this endeavor. We need to decide what the program will look like, what the ideal university/workforce looks like and then decide how we are going to move forward.

E. Upward Mobility

Upward mobility (the advancement of non-professional staff to professional level positions) is a key element of the affirmative action plan. What can we do as an institution to support the educational endeavors of non-teaching faculty and classified staff at CSU? How can we work to develop out support staff to promote into professional positions? – Alberto Chientes, Jr. and Nicholas D'Agostino

Tabled – Time ran out

F. EAC Role

As part of the CT Affirmative Action (AA) Plan regulations, agencies with over 100 employees can choose to have an Employee Advisory Committee to assist in pursuing the goals and objectives of affirmative action and equal opportunity. CSU has established this new campus-wide committee that is charged with assisting the university in our implementation of the AA

A. Salary Offers:

As a committee, we have discussed the level of consistency with full-time tenure track position offers. We've discussed who makes an offer, e.g., dean, department chair, and how offers are negotiated, e.g., salary offers. – Joanne D'Phalco

Dr. Toro – discussion of offers being made beyond salary, e.g., start up packages, which should come from the Dean. Additional discussion by committee members on how the process may differ from department to department.

Dr. Toro reported that consistency protects the institution and suggested to the committee to draft a recommendation on the process and eventually send this reminder to Deans. It was also suggested that we consider a similar process for administrative faculty and that we can work with the Provost regarding salary ranges.

B. Special appointments

We discussed that within SUQAF and AAUP, hires as special appointments have a strong likelihood of being hired into full-time positions. The issue is that there isn't a formal process to recruit and select special appointments, and often these are filled at the last minute by people known to a department chair. Additionally, they tend to lack racial diversity. What can we do as an institution or committee to address this situation? – Joseph Farhat

Discussion on the need for limited procedures to be developed for special appointments. There is a need to not just pick and choose individuals; however, recognizing the limited timeframes and at times urgency to fill the vacancy, Dean Alfano asks to review the CV's of emergency appointments to verify why someone is being selected; however, when asked about diversification, there was not mechanism in place.

Dr. Toro recommended that we develop simple guidelines for special appointments that allow for a quick selection process and to be clear with people filling emergency vacancies that the positions are not a presumable to a permanent position.

Further discussion for when a search is set up to select a specific candidate. Della Sanders, Social Work Chair said she hired a candidate from a previous search to fill a special appointment. She added that this was a better way of handling these as they went through a search process. She added that this resulted in diversity in gender, e.g., male.

Dr. Toro charged the committee of developing recommendations regarding this process.

C. Advertisement of positions

How do we ensure we are maximizing our recruitment efforts to recruit diverse and goal candidates? – Carlos Laird Muriente

Dr. Toro reported that there is a process being developed to identify programmatic changes and anticipated retirements. All positions will be hindered by budgetary/restrictions. This year we were fortunate to move forward with some searches; however, we may not know the outcome of next year's budget until July. Ross added that if we are made aware of department needs and talent management concerns we can assist in pushing to fill vacancies. Ross shared the example of an entire department consisting of faculty all at retirement age.

Dr. Toro indicated that chairs need to manage their talent and charged the group to develop strategies for talent management.

D. Faculty of Color Retention

As we discuss recruitment of faculty, we have also discussed the retention of faculty of color. There are some departments where people of color do not last long in their employment at

plan. What do you see as the role of a committee such as ours? – Joo Eng Lee-Partridge and Rosa Rodriguez

Tabled – Time ran out. However, many tasks were formulated during the meeting with Dr. Toro.

Additional Conversation:

Member of the committee feel energized around the work and tasks before us. Others shared honestly about their experiences of racism and recognized the work is very difficult.

4. Next meetings -June 2017.

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CCW Meeting
Monday, January 23, 2017
12:15pm -1:30pm
Agenda

1. Attendance and Welcome
2. Approval of Minutes: November 28th, 2016
3. Update on Women's History Month by Heather Prescott and Karen Ritzenhoff
4. CCW Sub-Committee Reports: Work Life Balance (Chair: Fiona Pearson), Promotion and Tenure AAUP Contract Review (Rebecca Wood), Women of Color (Chairs Jacqueline Cobbina-Boivin and Myrna Garcia-Bowen, Sexual Assault and Awareness Prevention (Chair: Evadne Ngazimbi), Climate Survey Evaluation (Karen Ritzenhoff and Jacqueline Cobbina-Boivin)
5. Work Life Balance Report: We are waiting to hear back from the Office of Diversity and Equity regarding our proposal to redistribute the student child care survey on CCSU's campus. We have tentatively reserved the Connecticut Room for our 3rd CSCU Work Life Family Conference to be held next fall on Friday, Oct. 6th. We are planning to contact CSCU System Provost in early February for a follow-up meeting regarding creating a system-wide approach to child care and work life balance. In preparation for that meeting, CCW's Graduate Assistant, Onyi Obidoa, has been gathering information regarding child care resources within the CSCU system and has been developing a literature review of research that examines the state of child care on college campuses in the U.S. We have scheduled a meeting with President Toro and Dean Alfano, who will be visiting CCSU's Early Learning Program in March.
6. Treasurer Report
7. Graduate Student Report: Onyi Obidoa-Pelletier
8. New Business

CCW Meeting
Monday, October 24, 2016
12:15pm -1:30pm
Agenda

1. Attendance and Welcome
2. Approval of Minutes: September 28th, 2016
3. CCW Sub-Committee Reports: Work Life Balance (Chair: Fiona Pearson), Promotion and Tenure AAUP Contract Review (Rebecca Wood), Women of Color (Chairs Jacqueline Cobbina-Boivin and Myrna Garcia-Bowen, Sexual Assault and Awareness Prevention (Chair: Evadne Ngazimbi), Climate Survey Evaluation (Karen Ritzenhoff and Jacqueline Cobbina-Boivin),
4. Revision of the CCW Website
5. CCW Bylaw revision
6. Treasurer Report
7. Graduate Student Report:
Onyi has been working on several programs being sponsored by the CCW. This includes the upcoming presentation on Women of Color in the Ivory Tower. She has also been working on updating the CCW and Women's Center websites, updating the CCW brochure for new hires, and scheduling/participating in subcommittee meetings.
8. New Business

**AY 2018
Diversity and Equity**

SUOAF Minority Recruitment and Mentoring Committee						
Last Name	First Name	Race	Gender	Term	Union	
Ayeni	Toyin	Black	Female	2 Years/2019	SUOAF	Co-chair
Colon-Lawson	Gladys	Hispanic	Female	1 Year/2018	SUOAF	
Dukes	Christopher	Black	Male	1 Year/2018	SUOAF	
Hernandez	Jessica	Hispanic	Female	1 Year/2018	SUOAF	
Hernandez	Ray	Hispanic	Male	2 Years/2019	SUOAF	Co-chair
Skinner	Leah	Black	Female	2 Years/2019	SUOAF	
Mei	Zongxiang	Asian	Female	2 Years/2019	SUOAF	
Gardner	Pat	Black	Female	1 Year/2018	SUOAF	
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Ex-officio
AAUP Minority Recruitment and Mentoring Committee						
Last Name	First Name	Race	Gender	Term	Union	
Casas	Maria	Hispanic	Female	1 Year/2018	AAUP	
Del Ama	Jose	Hispanic	Male	1 Year/2018	AAUP	
Lee-Patridge	Jooeng	Asian	Female	1 Year/2018	AAUP	
LeMaire	Peter	Black	Male	1 Year/2018	AAUP	
Liard-Muriente	Carlos	Hispanic	Male	2 Years/2019	AAUP	
Petkova	Olga	White	Female	2 Years/2019	AAUP	
Phillips	Evelyn	Black	Female	2 Years/2019	AAUP	
Recoder-Nunez	Luis	Hispanic	Male	2 Years/2019	AAUP	Co-Chair
Rodríguez	Rosa	Hispanic	Female	Ongoing	Management Confidential	Ex-officio
Students with Disabilities Advisory Panel						
Last Name	First Name	Race	Gender	Term	Representing	
Pezo	Jose	Hispanic	Male	annual	Facilities	
Robinson	Yvonne	Black	Female	Annual	SEPS: AAUP	
Fallahi	Carolyn	White	Female	Annual	CLASS: AAUP	
Vasko	Thomas	White	Male	Annual	SEST: AAUP	
Skinner	Leah	Black	Female	Annual	CLASS: Advising	
Pohl	Jonathan	White	Male	Annual	Student Wellness Services	
Troiano	Peter	White	Male	Annual	Student Affairs/VPSA	Ex-officio
Hernandez	Ray	Hispanic	Male	Annual	Student Affairs/Supervisor	Ex-officio
Santilli	Maria	White	Male	Annual	Student Center	
Rodríguez	Rosa	Hispanic	Hispanic	Ongoing	Management Confidential	Co-Chair

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Committee Listing

2017-18	Race	Gender
Diversity Committee for Faculty Senate		
Amaya-Bower, L.	Hispanic	Female
Bishop, J.	White	Female
Burnett, P.	White	Female
Chiang, K.	Asian	Female
Clark, B.	White	Female
Forsythe-Pribanic, C.	White	Female
French, J.	White	Male
Fuentes, R.	Hispanic	Female
Gagnon, A.	White	Female
Kahirdeh, A.	White	Male
Leong, C.	Asian	Male
Love, K.	White	Female
Mackey, M.	White	Female
Marquez, C.	White	Female
Moreno-Fuentes, G.	Hispanic	Female
Rahman, M.	Asian	Male
Thomas, C.	White	Female
Werblow, J.	White	Male
Committee on Concerns of Women		
Brewer, E.	White	Female
Cobbina-Boivin, J.	Black	Female
D'Amato, K. Treasurer	White	Female
Garcia-Bowen, M.	Hispanic	Female
Gilmore, S.	White	Female
Glaser, L.	White	Female
Greenebaum, J.	White	Female
Huguley, H.	Black	Female
Koulidobrova, E.	White	Female
Larsen, K.	White	Female
Levvis, M.	White	Female
Lisi, P.	White	Female
Matthews, S. Secretary	Hispanic	Female
McGrath, K.	White	Female
Moreno-Fuentes, G.	Hispanic	Female
Mulcahy, C.	White	Female
Ngazimbi, E.	Black	Female
Obidoa, O. Graduate Assistant		Female
Pearson, F.	White	Female
Prescott, H.	White	Female
Richards-Meade, C.	Black	Female
Riggins, A.	Black	Female
Rodriguez, R. Ex-Officio	Hispanic	Female
Ritzenhoff, K.	White	Female
Slaga-Metivier, S. Co-Chair	White	Female
Vrdoljak, E.	White	Female
Wood, R. Co-Chair	White	Female
Facilities Planning Committee		
Bachoo, R. Chair	Black	Male
Bonesio-Peterson, L.	White	Female
Casamento, C.	White	Female
Cintorino, S.	White	Male
Cohen, S.	White	Male
Galligan, C.	White	Male
Magnan, C.	White	Female
Rodriguez, R.	Hispanic	Female
Suski-Lenczewski, A.	White	Female
Troiano, P.	White	Male
Valk, C.	White	Male

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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

OFFICE OF THE PRESIDENT

CCSU



Central Connecticut State University

Dear University Community Members:

As the newly appointed President at Central Connecticut State University (CCSU), I want you to know that I am committed to creating a safe and supportive community. A key component in our efforts is to provide policies that clearly spell out our response to reported incidents affecting our students, faculty, staff, and visitors.



These policies provide information for those whose rights have been violated and present guidance for the campus community on the expectations we have for communication, responsibility, and respect. The established procedures ensure that any CCSU community member who is subjected to discrimination or harassment is treated with care and provided accurate and complete information. I encourage all to read the policies and procedures so that we can all support those who may need our help.

Acts of harassment and discrimination threaten personal safety and violate the standards of conduct expected of community members. To help ensure that the University remains welcoming and safe for all, we will continue to offer education and awareness programs for the campus community, and we will pursue all criminal and administrative remedies for complaints of discrimination, harassment, and violence.

At CCSU, we must continue to work to be a place of support and compassion.

Sincerely,

A handwritten signature in dark ink, appearing to read "Zulma R. Toro".

Zulma R. Toro
President

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Office of Diversity and Equity (ODE)

Mission Statement

- Provide leadership for the University in its commitment to a campus environment that fosters respect for the dignity, rights and aspirations of each member of the University community.
- Coordinate the University's efforts to promote, develop and support a culturally diverse community.
- Guide the University community in the implementation of Affirmative Action and diversity strategies.

The ODE is located in Davidson Hall, RM 102. The office reports directly to the President and is responsible for promoting diversity and fairness. Responsibilities include the administration of:

1. Policies and Procedures
 - Nondiscrimination in Education and Employment Policy
 - Sexual Misconduct Policy
 - Procedures for filing related complaints
2. Federal and State Laws
 - Affirmative action and equal employment opportunity laws
 - Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act
 - Civil Rights laws including, Title IX, Title VII

Other responsibilities include the administration/implementation of the University's:

3. Investigation of internally filed complaints
4. Monitoring of the employment process (including recruitment, hiring, promotion and training)
5. Development and implementation of the annual Affirmative Action Plan
6. Provision of the ADA reasonable accommodations for employees
7. Conduct training on Title IX including the prevention of sexual harassment for staff and students and Diversity. Coordinate CCSU's violence awareness campaigns

State law requires that all employees participate in diversity training and that all those employees with supervisory responsibility participate in the sexual harassment prevention training. Based on state law, the university requires that all employees complete Title IX training on an annual basis. Contact the ODE for the training opportunities.

ADA Accommodations

Employees: The Office of Diversity and Equity handles employees' requests for reasonable accommodations.

Contact Information: Rosa Rodríguez, Chief Diversity Officer/Title IX Coordinator at 860-832-1652 or at rosa.rodriguez@ccsu.edu

Students: Requests for reasonable accommodations from students are handled by the Office of Student Disability Services. The office is located in Carroll Hall.

Contact Information: Office of Student Disability Services at 860-832-1952

Ruthe Boyea Women's Center

The Ruthe Boyea Women's Center provides resources, to advocate, inform, and support personal development. The Center offers a variety of services for and about women. It also sponsors educational and cultural programs designed to promote gender equity, knowledge of women's rights issues, leadership and independence, and encourages understanding and cooperation among women of varied socio-economic groups, cultures, ethnic backgrounds, races and sexual orientations. The Women's Center welcomes all women and men.

The Center is located in the Student Center, RM 215.

Contact Information: Jacqueline Cobbina-Boivin, Women Center Coordinator at 860-832-1655 or cobbina-boivinj@ccsu.edu.

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:

Mon. 9 AM - 12:30 PM, Tues. 9 AM – 5 PM, Wed. 1 - 4:30 PM,
Fri. 9 AM – 5 PM

Contact Information: Sarah Dodd, Victim Advocacy and Violence Prevention Specialist at 860-832-3795 or sarahdodd@ccsu.edu



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

ODE Staff Responsibilities

ODE Staff	Responsibilities
<p>Rosa Rodríguez Office of Diversity and Equity Chief Diversity Officer (CDO) & Title IX Officer Davidson Hall, RM 102 860-832-0178 rosa.rodriguez@ccsu.edu</p>	<ul style="list-style-type: none"> • Leads/manages CCSU’s programs that promote equity, diversity and equal opportunity including oversight of the affirmative action and non-discrimination policies and procedures and Title IX • Develops and coordinate training programs as they related to nondiscrimination, diversity, equity including Title IX • Oversees the hiring process • Investigates complaints • Serves as the ADA coordinator • Develops and coordinates cultural and educational programming activities • Provides advocacy and referral services
<p>Nicholas D’Agostino ODE Associate to CDO Davidson Hall, RM 102 860-832-1653 nicholas.dagostino@ccsu.edu</p>	<ul style="list-style-type: none"> • Investigates complaints • Assists with the development and implementation of the AA plan • Serves as the lead person in the data collections as it relates to the affirmative action • Conducts training on issues related to diversity and Title IX • Oversees the classified search process • Provides advocacy and referrals • Leads awareness campaigns • Provides advocacy and referral services

ODE Staff	Responsibilities
<p>Sarah Dodd, Victim Advocacy and Violence Prevention Specialist Office of Victim Advocacy Carroll Hall, RM 248</p> <p>Mon. 9 AM-12:30 PM Tues. 9 AM – 5:00 PM Wed. 1 - 4:30 PM Fri. 9 AM – 5:00 PM Other times available upon request</p> <p>860-832-3795 sarahdodd@ccsu.edu</p>	<ul style="list-style-type: none"> • Provides professional advocacy services for students, faculty and staff who have been impacted by sexual assault, relationship violence, and/or stalking • Provides information on different options available to address safety and other concerns and assist in the navigation of different reporting systems • Provides referrals to campus or community entities depending on individual needs • 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
<p>Jacqueline Cobbina-Boivin Women Center Coordinator Student Center, RM 215 (Mid-August to Mid-June) 860-832-1655 cobbina-boivin@ccsu.edu</p>	<ul style="list-style-type: none"> • Offers services for and about women • Provides resources, to advocate, inform, and support personal development • Sponsors educational and cultural programs designed to promote gender equity, leadership, and independence • Provides advocacy and referral services

Did you know?

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

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 or 860-832-2617, or Sherinatu Fafunwa-Ndibe, Co-Director at 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. 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

Latin American, Latino and Caribbean Center

The Center for Caribbean and Latin American Studies promotes the understanding and appreciation of the historical, social and cultural lives of Latin American and Caribbean societies, and of Latino in the U.S. 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 U.S., the Center as part of the University's mission of fostering diversity and global awareness plays an important role in providing educational opportunities to Latino students and promoting Latino cultures. The Center organizes educational and cultural activities that aim to increase the recruitment and retention of Latino students.

The Center is located in Carroll Hall.

Contact Information: Dr. José Carlos del Ama, PH.D., Director at 860-832-3211 or delamaj@ccsu.edu.

Did you know?

National origin discrimination includes discrimination because a person (or his or her ancestors) comes from a particular place. The place is usually a country or a former country, for example, Colombia or Serbia. In some cases, the place has never been a country, but is closely associated with a group of people who share a common language, culture, ancestry, and/or other similar social characteristics, for example, Kurdistan.

Source: <http://www.eeoc.gov/policy/docs/national-origin.html#II>

Lesbian, Gay, Bisexual, Transgender Center (LGBT)

The LGBT Center provides a safe space that focuses on resources for the campus Lesbian, Gay, Bisexual, Transgender, Queer and Ally community. The Safe Zone Concept has been adopted by CCSU. The Center offers Safe Zone training. This program promotes awareness and non-judgmental treatment of sexual minorities. Safe Zone provides safe spaces that are highly visible and easily identifiable to lesbian, gay, bisexual and transgender persons, where support and understanding are key and where discrimination is not tolerated.

The Center is located in the Student Center, RM 305.

Contact Information: Crystal Nieves at 860-832-2091 or cnieves@ccsu.edu.

The **LGBT Center Advisory Board** provides input, advice and vision regarding strategic plans for the Center and campus life for LGBTQ students, staff and faculty. For additional information contact Nicholas D'Agostino, Associate in the Office of Diversity and Equity at 860-832-1653 or Nicholas.dagostino@ccsu.edu

Did you know?

Some Central Connecticut State University students are known by a first name that is different from their legal first name. In an effort to accommodate these students the University has created a preferred first name option for student information as it appears in select locations. For information go to the CCSU website for policy and procedure:

<http://web.ccsu.edu/registrar/policies/preferredFirstNameProcedure.asp>

MOSAIC Center

The MOSAIC Center is located on the second floor in the Student Center. The purpose of the center is to create a welcoming area for multicultural affairs. The center is a support system for all the cultural and religious groups. MOSAIC provides many resources for student organizations to take advantage of to help program events, discussions, and forums for the year. The MOSAIC Center also participates in co-sponsorship with other clubs and organizations to help foster unity among the campus community.

The Center is located on the second floor in the Student Center.

Contact Information: 860-832-1892

Did you know?

Three Largest Connecticut Race/Ethnic Groups

- The Connecticut White population is 2,546,262 persons or 71.2%.
- The Connecticut Hispanic population is 479,087 persons or 13.4%.
- The Connecticut Black population is 335,119 persons or 9.4%.

Source: <http://www.connecticut-demographics.com/>

Student Clubs and Organizations

Africana Students Organization (ASO)

The purpose of the Africana Students Organization (ASO) shall be to promote a sense of awareness of African culture on the CCSU campus through events, empowerment discussions, and support systems; to further educate the people of CCSU on the different cultures that constitute the continent of Africa and the issues that concern us; and, to encourage positive conceptions of African cultural background and the African Diaspora.

The Chinese Students Association

The Chinese Student Association is an undergraduate student-run campus club. Our goal is to expand the communication between Chinese students and local friends and to experience some of the rich aspects Chinese culture as well as to introduce and integrate cultures of other origins.

Hillel Jewish Student Organization

Hillel Jewish Student Organization is dedicated to the development of a continued process of learning, awareness raising and strength building, as well as embracing being Jewish today. Hillel Jewish Student Organization meets regularly on campus. Students develop activities through their planning board.

Latin American Student Organization (LASO)

LASO is a volunteer student organization comprised of various members representing different communities and backgrounds.

Muslim Student Association

MSA's mission is to create friendly relations between the Muslim and non-Muslim students on campus and to present Islam to the people of other faiths and cultures. Club membership is certainly not limited to the Muslims on campus. EVERYONE is encouraged to join!

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>.

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).

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

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

reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the University community or to the property of the University.”¹

- Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CSU/university policies, and state regulations.

Did you know?

Sexually explicit calendars, cartoons, and jokes of a sexual nature are all examples of items that may create a hostile work or learning environment.

Statement of Policy

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate

¹ CCSU Student Code of Conduct, Part B

officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff, faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

Terms, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

Sexual misconduct includes engaging in any of the following behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- Sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual's dress or appearance
- Use of sexually degrading words to describe an individual
- Display of sexually suggestive objects, pictures or photographs
- Sexual jokes
- Stereotypic comments based upon gender
- Threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made

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

- 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,

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.

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.

Mandated Reporting by College and University Employees

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer 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 by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Those Who Report

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.

- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Options for Changing Academic, Housing, Transportation and Working Arrangements

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for

and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

(1) notify law enforcement and receive assistance from campus authorities in making the notification; and,

(2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

- standing criminal protective orders;
- protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- temporary restraining orders or protective orders prohibiting the harassment of a witness;
- family violence protective orders.

Employee Conduct Procedures

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

Student Conduct Procedures

The **Student Code of Conduct** provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and

timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the

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 CSCU 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

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 St.

New Britain, CT 06053

Davidson Hall, Rm. 102

860-832-1653

rosa.rodriguez@ccsu.edu or

TitleIXReport@ccsu.edu

Office of Student Conduct (Complaints against students)

Christopher Dukes, Director

Carroll Hall, Rm. 202

860-832-1667

DukesC@ccsu.edu

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

Office of Student Affairs (Complaints against students)

Dr. Laura Tordenti, Vice President for Student Affairs

Davidson Hall, Rm. 103

860-832-1605

Tordentilau@ccsu.edu

If you want to speak with someone at CCSU

Office of Victim Advocacy

Sarah Dodd, Victim Advocacy and Violence Prevention Specialist
860-832-3795
sarahdodd@ccsu.edu

Women's Center

Jacqueline Cobbina-Boivin
860-832-1655
cobbina-boivinJ@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://www.connsacs.org/learn/index.htm>

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 Central Connecticut State University (CCSU) policies relating to Nondiscrimination in Education and Employment, Sexual Harassment and Sexual Misconduct 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, 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:

Complainant(s) are encouraged to file as soon as possible but must file no later than ninety (90) calendar days following the complainant's first knowledge of the alleged discriminatory act.

Once filed, the internal complaint must be resolved within ninety (90) calendar days.

3. Where to File:

The Office of Diversity and Equity handles internal complaints alleging violations of the Nondiscrimination Opportunity in Education and Employment, Sexual Harassment and/or BOR/CSCU Sexual Misconduct, Sexual Assault and Intimate Partner Violence policies. The Chief Diversity Officer (CDO) or his/her designee reviews and, if necessary, conducts an investigation into each complaint that, if proven, would constitute a violation of CCSU policies. Complaints against students are file with the Office of Student Conduct. See CCSU Student Code of Conduct and Statement of Disciplinary Procedures.

All Complaints

Rosa Rodríguez
Chief Diversity Officer and
Title IX Officer
Office of Diversity and Equity
Davidson Hall, Rm. 102
860-832-0178

Complaints against Students

Christopher Dukes
Director
Office of Student Conduct
Carroll Hall, Rm. 202
860-832-1667

Complaints against students may be referred to the Office of Student Conduct. The OSC Director serves as a Title IX designee.

Reports against the President, Chief Diversity Officer or Office of Diversity and Equity Employees

If a discrimination complaint is made against the President, Chief Diversity Officer or an Office of Diversity and Equity employee alleging that these employees directly or personally engaged in discriminatory, the complaint shall be referred to the Commission on Human Rights and Opportunities (CHRO) for review and, if appropriate, investigation by the Department of Administrative Services, except if any such complaint has been filed with the Equal Employment Opportunity Commission or the Commission on Human

Rights and Opportunities, the CHRO or Department of Administrative Services may rely upon the process of the applicable commission in lieu of such investigation.

4. Process for filing complaints

At the time an individual makes his/her complaint, the CDO or designee will provide the individual with the University's respective policies on non-discrimination, sexual harassment and/or BOR/CSCU Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy and the procedures and timetables for processing internal complaints.

No Basis to Proceed.

At any point during the processing of the complaint, the CDO or designee may determine that there is no basis to proceed under the Nondiscrimination in Education and Employment Policy, Sexual Harassment Policy and/or Sexual Misconduct Policy. The CDO or designee shall refer the complaint as appropriate. The CDO or designee shall notify the complainant and, if necessary, the respondent of the outcome as appropriate, in accordance with applicable state and federal laws.

Investigatory Process

The Office of Diversity and Equity shall provide the respondent with a written summary of the complaint, including a description of the alleged discriminatory acts, within ten (10) business days of the filing of the complaint. If the complaint is in writing, the Office of Diversity and Equity shall provide the respondent with a copy of the written complaint or summary of the complaint. Disclosure of information shall be in accordance with applicable state and federal laws.

The CDO or designee shall weigh all evidence pertaining to the internal complaint, make findings of fact, recommendations, and, with the consent of the parties and appropriate executive officer, propose settlements to the University President. Without investigation, the CDO or designee may also mediate issues between

parties where the allegations, if proven, would not constitute a violation of CCSU policies.

The complainant and the respondent (person accused) will be allowed to have one non-participating support person present for the interview(s). For represented employees, this support person could be a union representative; however, if the support person is not a union representative, the employee who is the respondent will be asked to sign a union waiver. For more information, see the Right to Union Representation section.

Timeline

Internal complaints shall be investigated and resolved within ninety (90) calendar days of the receipt of the complaint, including the written notification to the complainant(s) and respondent(s) regarding the results of the investigation. Whenever possible, complaints should be resolved in accordance with relevant University policies at the supervisory, Dean or Director's level with the concurrence of the CDO.

Right to Union Representation

In accordance with federal law and applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel policy or law.

Determination

Upon the conclusion of its investigation, the CDO or designee will determine whether or not discrimination or harassment in violation of CCSU policy occurred. A preponderance of the evidence standard is used to make this determination. A copy of the investigatory report will be provided to the University President.

1. **Unsupportable Complaints.** If the CDO or designee determines that the evidence is insufficient to support the allegation, he or she shall dismiss the complaint.
2. **Supportable Complaints.** If the CDO concludes that the allegations are supported by the evidence, he or she will report his or her findings and recommendations to the appropriate administrator.

5. Disciplinary Action

If the CDO or designee believes that disciplinary action against the respondent may be warranted at this or a subsequent stage, a recommendation will be made to the Chief Human Resource Office (for employees) or the Office of Student Conduct (for students).

B. Process for Filing an Appeal

Within fifteen (15) calendar days of the issuance of the Chief Diversity Officer's determination, the complainant or respondent may file an appeal of the determination. The appeal and all supporting documentation shall be submitted in writing to the University President, with copies to the CDO and other parties to the complaint.

The President or designee shall review the investigation and determine whether to affirm or modify the decision. The President or designee may receive additional information if the President or designee believes such information would aid in the consideration of the appeal.

If an appeal of the CDO's determination is filed, the University President or designee shall conduct a review of said appeal and issue a written decision within thirty (30) calendar days of the appeal. The University President shall notify all parties in writing of his/her decision.

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 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, Sexual Assault and Intimate Partner Violence Policy
- Consensual Relationship Policy
- Student Code of Conduct and Statement of Disciplinary Procedures

Revised October 25, 2011; Revised June 6, 2014; Revised June 15, 2016; Revised June 12, 2017.

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.

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

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

Consensual Relationship Policy

Central Connecticut State University (CCSU) stands for excellence in teaching and learning in an environment of inclusion, trust, and respect among all members of the university community. All employees with managerial, supervisory, or evaluative responsibilities for students or other employees carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the University's educational mission.

Because of the inherent imbalance of power and need for trust, all employees with evaluative or supervisory authority over students and employees should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between employees, or between an employee and a student.

Consensual relationships can create real conflicts of interest and appearances of impropriety that can impair the integrity of academic and employment decisions. There are also special risks in any sexual or romantic relationships between individuals in inherently unequal positions of power, such as students and teachers or supervisors and employees. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual given the inherent power differential between the parties, and such relationships could potentially lead to sexual harassment charges.

Prohibited

Between employee and student: Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at Central Connecticut State University. The evaluative relationship can take a variety of forms, such as teacher to student,

advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

Strongly Discouraged

Between employee and student:

Romantic, dating or sexual relationships between employees and students over whom said employee does not have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.

If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.

Between employee and employee:

CCSU discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

In the event of a sexual harassment charge

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit.

Sanctions

All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.

Policy approved April 2012

To file a report contact or for additional information contact:

Anna Suski-Lenczewski
Chief Human Resources Officer
Davidson Hall, RM 101
1615 Stanley Street
New Britain, CT 06050-4010
860-832-0031

Did You Know?

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))* is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

Source: Clery Center

Discrimination Complaint Agencies

An individual has the right to file a complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously file a complaint utilizing the University's internal discrimination complaint procedure.

The Connecticut Commission on Human Rights & Opportunities:

Capitol Region

999 Asylum Ave.
Hartford, CT 06105
Tel: (860) 566-7710

Eastern Region

100 Broadway
Norwich, CT 06360
Tel: (860) 886-5703

Southwest Region 1057 Broad
Street Bridgeport, CT 06604 Tel:
(203) 579-6246

West Central Region Rowland
State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
Tel: (203) 805-6530

Complaints should be filed with the Commission on Human Rights and Opportunities no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

The Equal Employment Opportunities Commission

John F. Kennedy Federal Office Building
Government Center, RM 475
Boston, MA 02203
Tel: (617) 565-3200

Complaints should be filed with the Equal Employment Opportunities Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

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/clearyReport.html>

Helping Victims/Survivors of Sexual Misconduct Protocol: A copy of the protocol is available at: <http://www.ccsu.edu/diversity/files/SexualMisconductProtocol14-15.pdf>

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.

Notes



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.**

June/2017

Office of Diversity & Equity

This publication is available in alternative formats.
