

Internal Communication: Section 46a-68-79

The affirmative action staff at Central Connecticut State University (CCSU) consists of Rosa Rodriguez, Chief Diversity Officer (CDO), Nicholas D'Agostino, Associate to the CDO, and Sharon Gaddy, University Assistant and Alberto Cifuentes, Jr., University Assistant. The office address for both the CDO and Associate is CCSU, Office of Diversity and Equity (ODE) 1615 Stanley St., Davidson Hall, Room 102, New Britain, CT 06050-4010. The telephone number for Ms. Rodriguez is 860.832.0178 and her e-mail address is rosa.rodriquez@ccsu.edu. The telephone number for Mr. D'Agostino is 860.832.1653 and his email address nicholas.Dagostino@ccsu.edu. All communications concerning Equal Employment Opportunity/ Affirmative Action will identify the Chief Diversity Officer by name and address.

CCSU disseminates its Equal Employment Opportunity/Affirmative Action Policy as required. The University's Affirmative Action/Equal Employment Opportunity Policy, CCSU Sexual Harassment Policy, and the Nondiscrimination in Education and Employment are distributed annually to all employees via email transmission which is globally distributed and in hard copy to employees without email access. The Affirmative Action/Equal Employment Opportunity Policy Statement, Nondiscrimination in Education and Employment Policy, and the BOR Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy and CCSU's complaint procedure and timetables are also posted on the ODE's web page at <http://www.ccsu.edu/diversity/> and are accessible to applicants, employees and students.

A summary of the objectives and goals set forth in the affirmative action plan are made available to the president, all vice presidents, chief officers, deans, directors, department heads, managers, and supervisors for distribution to all of their employees. Copies of the Affirmative Action Plan are maintained in the ODE, Office of the President, and additional locations around campus, including but not limited to the University's Elihu Burritt Library and Human Resources. The final Affirmative Action Plan is made available to all employees for their review on the university's website, and the above mentioned locations. The period of review is no less than sixty (60) days **(See copy of letter specifying the period of review in Supportive Materials)**.

All employees are given written notice that they may review and comment on the Affirmative Action Plan. The employees are specifically instructed to address all comments to the CDO. A file is kept on all affirmative action related internal communications and comments. Any new comments will be placed in file. The dates such statements are received will be noted. The Affirmative Action Plan will report a summary of all employee comments and agency responses in each filing. During this reporting period, no comments were received by the CDO.

Activity during this Reporting Period

The Affirmative Action Plan was made available for all employees to review and comment. Employees were notified on April 17, 2017 where copies of the Plan were located, the period of review and the dates within which they may submit comments regarding the Plan.

All Affirmative Action/Equal Employment Opportunity policy statements are reviewed annually to ensure that any changes in the law, which may have occurred, are included therein. An abridged version of the policy statements on Affirmative Action/Equal Employment Opportunity, as well as policy statements on Sexual Misconduct (including sexual harassment), and Non-discrimination for Persons with Disabilities are published in the Student Handbook, Faculty Handbook, and Faculty Guidelines on Policy and Procedures for Students with Disabilities. The Affirmative Action/Equal Employment Opportunity Policy statement is published in the electronic Catalogue. In addition, the Affirmative Action/Equal Employment Opportunity policy statement, Policy Regarding Persons with Disabilities, BOR Sexual Misconduct Policy, and the CCSU Procedures and Timetables for Processing of Discrimination and Sexual Harassment Complaints as well as the University's 2016-2017 hiring, promotion, and program goals can be accessed through the website at <http://www.ccsu.edu/Diversity/>.

The President's Executive Committee was informed on affirmative action recruiting, hiring, and promotional efforts, as well as updates on affirmative action and non-discrimination law. The Affirmative Action/Equal Employment Opportunity Policy Statement and the Sexual Misconduct Policy, as well as program information and progress reports are presented to the committee yearly (see attached agendas in the Supportive Materials section).

The CDO met with the deans on a regular basis to discuss the policies, procedures and progress pertaining to affirmative action, in addition to their responsibility to aid in effectively implementing these policies.

The CDO provided the human resources staff, search committees and the Promotion and Tenure Committee with a periodic update of the status of hiring and promotion goal achievement, in addition to reminding these individuals of their responsibility to make every good faith effort to achieve the hiring and promotion goals when the opportunity occurs.

During the reporting period, ODE distributed more than 7500 booklets containing the nondiscrimination and anti-harassment policies, resources and complaint procedures to students, faculty and staff.

Meeting with Search Committees

The CDO or designee met with all search committees seeking to fill unclassified vacancies to discuss the search procedures, affirmative action goals, recruitment strategies, evaluation of candidates, and non-discriminatory interviewing. S/he also updated the affirmative action plan forms, instructions for search committees, and the pre-employment inquiry guidelines distributed to the search committees. The ODE staff answered numerous inquiries from the search committees throughout the year related to the search procedures. In addition, the CDO met with the human resources staff to discuss the search procedures as well as answer any questions. In the unclassified search committees, Thirty-three and half (33.5%) percent of the search committee members were people of color (Black, Hispanic, and Asian); Eighteen percent (18%) of search committee chairs were people of color.

During the reporting period, the Associate in Diversity and Equity met with all search committees representing classified searches to discuss the search procedures, affirmative action goals, recruitment strategies, evaluation of candidates, and non-discriminatory interviewing.

New Employee Orientations

The Human Resources Office directs all new employees to the Central Connecticut State University sign up portal of the HR website. This website is dedicated to providing new employees information regarding the university including: the University Mission Statement, Statement on Affirmative Action/Equal Employment Opportunity, Sexual Harassment Policy, Health and Life Insurance, as well as personnel policies relating to compensation, attendance, and career mobility. This website is regularly updated to reflect changes in policies and procedures.

The ODE provided all new employees copies of the Affirmative Action/Equal Employment Policy Statement, Central Connecticut State University (CCSU) Sexual Harassment Policy, the CCSU Procedures and Timetables for Processing of Internal Discrimination and Sexual Harassment Complaints, and the information on students with disabilities services.

The CDO presented the Affirmative Action/Equal Employment Opportunity Policy Statement, CCSU's Nondiscrimination in Education and Employment Policy and the BOR policy on Sexual Misconduct (including sexual harassment), and the CCSU Procedures and Timetables for Processing of Internal Discrimination and Sexual Harassment Complaints at the New Employee (non-faculty) Orientation and copies of these policies were distributed to the new classified and unclassified employees.

The CDO also presented the Affirmative Action/Equal Employment Opportunity Policy Statement, CCSU’s Nondiscrimination in Education and Employment Policy and the BOR policy on Sexual Misconduct (including sexual harassment), and the CCSU Procedures and Timetables for Processing of Internal Discrimination and Sexual Harassment Complaints at the New Faculty Orientation and copies of these policies were distributed to the newly hired faculty members.

The Office of Marketing & Communications includes articles and pictures related to the activities and accomplishments in University publications as well as in the media of underrepresented group members who are part of the University community. This office publishes articles featuring Affirmative Action/Equal Employment Opportunity and Diversity programs, reports and promotions of minority group members. Such publications include *CCSU Courier*, *Central Focus*, and *The Recorder*.

Cultural Programming and Professional Development

A variety of University Offices, academic programs, and campus organizations, including Office of Vice President and Provost, Student Affairs, Veteran Services, Office of Student Conduct, Office of Associate Vice President of Academic Affairs, School of Arts and Sciences, Office of Diversity and Equity, Center for International Education, Center for Africana Studies, Office of Victim Advocacy, Center for the Caribbean and Latin American Studies, East Asian Study Center, Ruthe Boyea Women’s Center, Committee for the Concerns of Women, Latin American Association, Latin American Student Organization, Black Student Union, PRIDE, Mosaic Center Committee, African American Studies Program, LGBT Center Advisory Board, Polish Studies Program, Women’s Studies Program, Italian Club, International Relations Club, and the History Department, have sponsored programs related to diversity during this reporting period. These programs included but were not limited to:

Below is a sample of jointly sponsored events by the Office of Diversity and Equity and one or more of CCSU’s social organizations or departments: (For a more complete list of all cultural/diversity/equity events, see attachment detailing events offered during August 1, 2016 to July 31, 2017.)

Real Conversations Forums: Puerto Rican; Muslims; and LGBTQ	Academy for Excellence, Equity and Learning programs
Bystander Training	Anti-discrimination rally
Red Flag Campaign	Ebenezer D. Bassett Day/Award Ceremony
<ul style="list-style-type: none"> Leslie Morgan Steiner: Crazy Love Intimate Partner Violence 	Human Rights in Mexico speaking tour
	Latina Identity Art Exhibit
<ul style="list-style-type: none"> Criminal Justice Panel on Intimate Partner Violence 	Film – No Mas Bebés
	Stop Telling Women to Smile
<ul style="list-style-type: none"> Prudence Crandall Center Donation Drive 	Larry Kramer Visit - Conversation and Q&A followed by book signing, <i>The American People</i> and a film screening of <i>The Normal Heart</i> .
Take Back the Night	
Women’s March	
StandUpCCSU	Love Jones – Talent show
Ally Training: LGBTQ	I stand with victims – poster campaign
Diversity & Title IX Training	Welcome Reception for President Toro
I Believe You Poster Campaign	Women in Engineering – Conversation with President Toro
Hispanic Heritage Month	
Black History Month	Addiction Awareness: The Effect of Addiction on Women’s Health
<ul style="list-style-type: none"> Amistad 	Women and Work in the Age of Trump
<ul style="list-style-type: none"> Women of Color - Luncheon 	
Yo Soy Latina	Standing up to Rape Culture

See University Events 2016-2017. Attachment in supportive documents area for a more detailed report of these events including the date, description and sponsoring university department(s).

Diversity and Sexual Harassment Prevention Training

State Mandated Diversity Training

The CDO will continue to schedule Title IX (including sexual harassment) and diversity training for all new employees as needed and will continue to report the scheduled sessions in CCSU’s annual filings.

Diversity Training is also periodically scheduled for the University’s managers and supervisors, including employees who supervise student workers. A copy of the materials utilized and/or distributed during the diversity training sessions is included within the “Supportive Material” subsection which follows this portion of the “Internal Communications” section.

Diversity Training Sessions

During this reporting period, five (5) sessions were conducted serving 177 employees (including approximately 70 student employees/leaders comprised of resident assistants, student workers and graduate assistants). Every diversity training includes the following: protected definitions; policies and laws; ADA accommodations; hate crimes; internal complaint procedures; external complaint agencies, and role plays and scenario based activities including the topic area.

Date	Diversity and Topic Area	Number of Participants
8/23/2016	Diversity Training: Race, Oppression & Courageous Conversations	70
8/25/2016	Diversity Training: Race, Oppression & Courageous Conversations	38
11/18/2016	Diversity Training: LGBTQ	15
3/1/2017	Diversity Training: Race, Oppression & Courageous Conversations	28
4/3/2017	Diversity Training: LGBTQ	26
	TOTAL	177

At new faculty orientation, Rosa Rodríguez provided information on sexual harassment, nondiscrimination, ADA, and sexual misconduct policies, and complaint procedure.

Title IX and Sexual Harassment Prevention Training

Title IX training has now been required for all full- and part-time employees including student employees and interns. This training has replaced the sexual harassment prevention training as a primary component of this training is sexual harassment prevention, including but not limited to, definitions, policies, laws, and scenarios.

This training is conducted by the Office of Diversity and Equity Staff and Sarah Dodd, CCSU’s Victim Advocate. Several times a year, the University hosts trainers from community partners CONNSACS or CHRO to participate in the training program. The in-person sessions typically are **3-hours** in duration and focus on sexual harassment, gender discrimination, sexual assault, interpersonal violence and stalking. This training is also offered through an online program. While the law requires that all supervisory employees receive Sexual Harassment Prevention, CCSU had mandated that all employees complete sexual harassment prevention training either through an in-person session or via the online

program up until 2014. In 2014, the BOR required that all employees receive Title IX (including sexual harassment prevention) training on an annual basis. In the Title IX training (full and refresher) attendees are informed of the policies, definitions including hostile environment and quid pro quo and scenarios. This on-going/annual mandate continues to enhance our campus' effectiveness in ensuring we are a campus free from workplace and educational discrimination.

Sexual Harassment Prevention Training continues to be made available through the on-line modules for all supervisory employees who have not completed the three-hour in-person Title IX session. Such training is in conformance with the requirements of Connecticut General Statutes, Section 46a-54(15)(B).

Title IX/Sexual Harassment Sessions

During this reporting period, the CDO resumed meeting the requirements of Connecticut General Statutes § 46a-54(15)(B) by providing Title IX (sexual harassment prevention) training for newly hired supervisory employees. Such training is delivered by a variety of presenters and venues, such as the CCSU Office of Victim Advocacy, ODE Staff and the CHRO in conformance with the requirements of Connecticut General Statutes, Section 46a-54(15)(B). CCSU developed and implemented a Title IX training which includes sexual harassment, sexual violence, and stalking and intimate partner violence to the campus. A copy of the training session outline (via PowerPoint presentation) used during the sexual harassment (Title IX) training sessions is included within the "Supportive Material" subsection which follows this portion of the "Internal Communications" section.

The Residence Life Department requires that all Residence Assistants (RAs) attend a two-hour diversity training program every semester. Additionally the RAs received Title IX (sexual assault and sexual harassment prevention) training by Sarah Dodd, CCSU's Victim Advocate.

The CDO will continue to schedule in-person Title IX (sexual harassment) and diversity training for all new employees as needed and will continue to report the scheduled sessions in CCSU's annual filings.

Date	Topic Area	Number of Participants
8/25/2016	Title IX In-Person (3-Hour)	26
9/14/2016	Title IX In-Person (3-Hour)	3
10/11/2016	Title IX In-Person (3-Hour)	8
10/25/2016	Title IX In-Person (3-Hour)	8
11/7/2016	Title IX In-Person (3-Hour)	6
11/28/2016	Title IX In-Person (3-Hour)	1
12/9/2016	Title IX In-Person (3-Hour)	8
2/14/2017	Title IX In-Person (3-Hour)	2
3/13/2017	Title IX In-Person (3-Hour)	1
4/4/2017	Title IX In-Person (3-Hour)	3
6/14/2017	Title IX In-Person (3-Hour)	7
	Title IX In-Person (3-Hour) TOTAL	73
1/9/2017	Title IX Initial (In-person)	4
	Title IX Initial (In-person) TOTAL	4
8/22/2016	Title IX Refresher	93
10/5/2016	Title IX Refresher	55
11/2/2016	Title IX Refresher	24
11/3/2016	Title IX Refresher	32
11/8/2016	Title IX Refresher	24

Date	Topic Area	Number of Participants
11/15/2016	Title IX Refresher	25
11/18/2016	Title IX Refresher	25
11/22/2016	Title IX Refresher	22
11/28/2016	Title IX Refresher	9
12/2/2016	Title IX Refresher	7
12/5/2016	Title IX Refresher	38
3/16/2017	Title IX Refresher	18
3/22/2017	Title IX Refresher	8
3/31/2017	Title IX Refresher	8
4/3/2017	Title IX Refresher	10
4/11/2017	Title IX Refresher	9
4/21/2017	Title IX Refresher	3
4/25/2017	Title IX Refresher	10
6/7/2017	Title IX Refresher	26
6/8/2017	Title IX Refresher	9
6/14/2017	Title IX Refresher	5
6/23/2017	Title IX Refresher	13
6/29/2017	Title IX Refresher	18
6/30/2017	Title IX Refresher	7
7/31/2017	Title IX Refresher	7
	Title IX Refresher TOTAL	505
July 2016 – August 2017	Online Title IX Training	229
July 2016 – August 2017	Online Title IX Refresher Training	554
	TOTAL STAFF TRAINING	1365

Beginning July 1, 2012, the university began offering a two-hour online training on sexual harassment awareness and prevention; however, this was replaced by the 3-hour in-person training sessions for Title IX which includes all components related to sexual harassment. The university registers employees to complete an on-line course offered by Workplace Answers. The course is interactive and contains many challenging and interesting real-life workplace situations. During the reporting period 229 people completed the online training module. Of this, 173 were faculty or staff and 56 were students (undergraduate and graduate).

One thousand three hundred twenty five (1325) students completed a different online program (SVPP) on Title IX (including sexual harassment and sexual violence issues).

OTHER INTERNAL COMMUNICATIONS:

Campaigns, University website, Job postings including EEO statement, posters including EEO statement, Sexual Harassment Posters: In almost every building, the University's poster regarding sexual harassment are placed in acrylic holders. Along with each poster, we place information cards for people to take with them. We continually fill these on a monthly basis. See supportive materials for copy of poster and cards.