Overall Status of the Affirmative Action/Equal Employment Opportunity Program

The Charter Oak State College (“COSC”) remains committed to a policy of affirmative action, equal employment opportunity, diversity, inclusion, and equity in the workplace. The COSC has just submitted the COSC plan which covers the reporting period December 1, 2020 – November 30, 2022 and details our efforts, goals, and responsibilities, and establishes our new hiring, promotional and programmatic goals for 2022-2024.

Copies of the Affirmative Action Plan is available in both paper and electronic form. Copies can be made available through the Human Resources Office, the President’s office, and can be downloaded from the CSCU Website. As a public document, the Plan was (and remains) available for review by employees, and the general public throughout the entire reporting period. The respective unions were encouraged to review the last AA Plan and direct any comments in writing the Equal Employment Opportunity Officer. During the past reporting period, no comments were received.

The COSC is committed to ensuring that the workforce is in parity with the relevant labor market area, demonstrating good faith efforts to achieving hiring, promotion and program goals, and addressing all deficiencies, omissions and errors as noted by the Commission on Human Rights and Opportunities (CHRO).

Affirmative Action, Equal Employment Opportunity, Diversity and Equity Responsibilities

The College strives to be in compliance with the CT Commission on Human Rights and Opportunities (CHRO), Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights (OCR) mandatory requirements and related laws, statutes and regulations.

The COSC has a responsibility for compliance with affirmative action, equal employment opportunity, diversity, inclusion and equity, Americans with Disabilities Act (ADA) and Title IX mandates and to set an example for the entire CSCU system to embrace these initiatives.

Affirmative Action Plan (AAP) Requirements

The CT Affirmative Action Regulations require that the ultimate responsibility for promoting and enforcing affirmative action rests with the Appointing Authority or Agency Head.

The COSC is required to file an annual Affirmative Action Plan for the current reporting period that covers the timeframe covering December 1, 2020 – November 30, 2022. CHRO reviews the AAP by the Regulations “Standard of Review” and by enforcing affirmative action and equal employment opportunity compliance.

The AAP has seventeen (17) narrative and statistical elements that analyze different parts of the employment process at each stage of the hiring & selection process. Some parts of the AAP required by CT Regulations include:
• Analyzing all personnel activity including all hiring, promotions, upward mobility opportunities and separations in the workforce;
• Reviewing the employment process to identify barriers to affirmative action, equal employment opportunity, diversity, inclusion and equity;
• Tracking all applicants through the entire employment process to identify the step at which they are no longer considered for the position;
• Setting hiring and promotional goals by comparing the workforce with similar job categories in the available census, labor, educational and other sources of data;

The most critical part of the AA Plan is the Goals Analysis narrative section. The CT CHRO Regulations require this section to be complete and detailed about every applicant that applies for every position during the reporting period. This section is difficult to develop and requires that each search committee is responsible for providing documentation and detailed reasons for selection or non-selection of every applicant.

The standard that agencies must show “good-faith efforts” when hiring non-goal candidates. Good faith efforts definition means the degree, care and diligence which a reasonable person would exercise in the performance of legal duties and obligations at a minimum it includes all those efforts reasonably to achieve the full and fair compliance. It includes efforts toward full statutory and regulation requirements.

Charter Oak State College Workforce

<table>
<thead>
<tr>
<th>OCCUPATIONAL CATEGORY/JOB TITLE</th>
<th>GRAND</th>
<th>TOTAL WORKFORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL</td>
<td>MALE</td>
</tr>
<tr>
<td>Executive/Managerial</td>
<td>18</td>
<td>9</td>
</tr>
<tr>
<td>Professional</td>
<td>44</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>62</td>
<td>24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHITE</th>
<th>BLACK</th>
<th>HISPANIC</th>
<th>AAIAN</th>
<th>2 OR MORE RACES</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
<td>24</td>
<td>38</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>38.7%</td>
<td>61.3%</td>
<td>32.3%</td>
<td>43.5%</td>
<td>3.2%</td>
</tr>
<tr>
<td>4.8%</td>
<td>1.6%</td>
<td>8.1%</td>
<td>1.6%</td>
<td>3.2%</td>
</tr>
<tr>
<td>0.0%</td>
<td>1.6%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

The most critical part of the AA Plan is the Goals Analysis narrative section. The CT CHRO Regulations require this section to be complete and detailed about every applicant that applies for every position during the reporting period. This section is difficult to develop and requires that each search committee is responsible for providing documentation and detailed reasons for selection or non-selection of every applicant. The standard that agencies must show “good-faith efforts” when hiring non-goal candidates. Good faith efforts definition means the degree, care and diligence which a reasonable person would exercise in the performance of legal duties and obligations at a minimum it includes all those efforts reasonably to achieve the full and fair compliance. It includes efforts toward full statutory and regulation requirements.
Summary of 2020 - 2022 Increases to the Charter Oak State College Workforce:

Charter Oak State College FT Total Increases 2022

- **AF, 0, 0%**
- **AM, 0, 0%**
- **BF, 0, 0%**
- **BM, 1, 11%**
- **HF, 1, 11%**
- **HM, 1, 11%**
- **TF, 0, 0%**
- **TM, 0, 0%**
- **WF, 1, 11%**
- **WM, 5, 56%**

Charter Oak State College FT Increases by Race 2022

- **White Employees, 6, 67%**
- **Employees of Color, 3, 33%**

Legend:
- White Employees
- Employees of Color
Summary of the 2020-2022 Affirmative Action Plan Achievements:

2020-2022 Goal Achievements

<table>
<thead>
<tr>
<th>EEO Category</th>
<th>Goals Established</th>
<th>Hires</th>
<th>Promotions</th>
<th>Goal Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>H: 1WF, 1BF</td>
<td>2WM</td>
<td>NONE</td>
<td>0 out of 2 increases met goals or 0%</td>
</tr>
<tr>
<td></td>
<td>P: NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Non-Faculty-All other Titles</td>
<td>H: 2BF, 2HM, 1AM, P: None</td>
<td>5WM, 1WF, 1BM, 1HM, 1HF</td>
<td>NONE</td>
<td>1 out of 5 goals or 20%</td>
</tr>
</tbody>
</table>

Program Goals

<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Goals Established</th>
<th>Hires</th>
<th>Promotions</th>
<th>Goal Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Goals</td>
<td>3 Established</td>
<td></td>
<td></td>
<td>3 out of 3 or 100%</td>
</tr>
</tbody>
</table>

1. Continue to work with each College department head to ensure that open job announcements are posted to the listserv of all Associations their department is a member.

**Goal Achievement:** This goal was achieved. In addition to departmental listservs and networks, COSC transitioned to HR Shared Services and began coordinating recruitment efforts through this program. As such, job announcements reached both national and local sources, targeted recruitments occurred for specialized fields, and COSC, EEO, and Talent worked together to ensure we received diverse qualified applicant pools.
2. Continue to work with CADEP to increase the outreach to under-utilized groups.

**Goal Achievement:** This goal was achieved. In addition to broadening recruitment efforts through HR Shared Services, COSC has collaborated with CADEP to advertise their positions and attend scheduled meetings to network. Members of EEO remain members of CADEP and continue to utilize the expertise within this group.

3. Continue to work with the other State Colleges and Universities for offerings to our employees of diversity and inclusion workshops.

**Goal Achievement:** This goal was achieved. COSC has offered systemwide opportunities for training on DE&I for their staff members. Additionally, COSC has utilized the Equal Employment Opportunity Shared Service to provide all new hires with the required training diversity and sexual harassment training. This will continue as a standing practice going forward.
Summary of the 2020-2022 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period December 1, 2022 – November 30, 2024 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – AA Plan Goals

<table>
<thead>
<tr>
<th>Executive/Administrative/Managerial</th>
<th>H: 3WF, 1BM, 1BF, 1HM, 1AM</th>
<th>P: NONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional – All Other Titles</td>
<td>H: 1HM, 2AF</td>
<td>P: NONE</td>
</tr>
</tbody>
</table>

PROGRAM GOALS:

The College sets the goals below to enhance its efforts to ensure affirmative action and equal employment opportunity compliance.

1. The College will support the CSCU System Office’s goal to train all managers within the College on DEI, EEO, Civil Rights, and Managing a Diverse workforce.

   Responsible persons: DEI and EEO Center of Excellence.

   Timeframe: Completion by June 30, 2023.

2. The College will support the CSCU System Office’s goal to train all staff on Domestic Violence.

   Responsible persons: DEI and EEO Center of Excellence.

   Timeframe: Completion by June 30, 2024.