



HOUSATONIC COMMUNITY COLLEGE
AFFIRMATIVE ACTION PLAN

ANNUAL REPORT TO THE PRESIDENT

Reporting Period:
February 1, 2014 – January 30, 2016

I. OVERALL STATUS OF THE AFFIRMATIVE ACTION PROGRAM

Housatonic Community College (HCC) remains committed to affirmative action, equal employment opportunity, equal education, non-discrimination, and diversity in the workplace. The Affirmative Action Plan for the February 1, 2014 through January 30, 2016 reporting period details our efforts, goals, and responsibilities, and establishes our goals for 2016-2018.

Copies of HCC's Affirmative Action Plan are available in the Human Resources Office and the College Library. As a public document, the Plan is available for review by employees, students, and the general public. Faculty, staff, and respective union presidents were encouraged to read the plan for the February 1, 2012 through January 30, 2014 reporting period and direct any comments in writing to the EEO Officer; however, no comments were received. HCC's Affirmative Action Plan for the February 1, 2014 through January 30, 2016 reporting period was due on May 30, 2016 but was filed with CHRO on May 31, 2016 due to the holiday schedule. Faculty, staff, and respective union presidents will have an opportunity to review this plan once approved by CHRO.

HCC 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.

During this reporting period, the College underwent recruitment activity to fill vacancies created by retirement, resignations, and a limited number of critical positions that were created with new funding. The College has made good faith efforts to hire the most qualified individuals to fill all of the vacancies, and has done so in a fair and equitable manner.

The College conducted twenty-eight (28) employment searches and hired twenty-nine (29) new employees. The job categories that experienced new hiring activity during this reporting period were Executive/Administrative/Managerial, Faculty (Instructor/Assistant & Associate Professor levels), Professional Non-Faculty, Clerical/Secretarial, and Protective Services. The College experienced the following new hires for the five (5) categories experiencing new hires: One (1) Executive/Administrative/Managerial, eleven (11) Faculty, fifteen (15) Professional Non-Faculty, one (1) Clerical and Secretarial, and one (1) Protective Services.

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A Member of the Connecticut State Colleges and Universities

An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply

II. IDENTIFICATION OF ANY PARTICULAR PROBLEMS ENCOUNTERED

Housatonic Community College has examined its personnel policies and practices to identify any aspects of the employment process which may impede or prevent the full and fair participation of protected race and sex group members, individuals with disabilities, or older persons. No problem areas have been identified for any occupational category.

III. PROGRAM GOALS

One Program Goal was set in the previous plan and a status of accomplishment is addressed below.

***Goal 1.** While there was no finding of any employee being adversely affected by employment policies or practices, the College is aware that it must always monitor the pulse of the overall workforce and provide occasional training to enhance employee relations and understanding. During the next reporting period, the College will conduct communication and diversity workshops. The President will approve financing for the training and the Equal Employment Opportunity Officer will schedule and make all arrangements. This will be accomplished by December 31, 2015. It will be reviewed in January 2016 and reported in the next Plan report.*

Status of Accomplishment

After conducting research, the College decided to utilize Consultants and College resources to conduct trainings and workshops around communication, working with students and diversity. The Consultant conducted workshops on dealing with disruptive students in and out of class, preventing and dealing with stress and burnout, and effective communication. The Diversity Awareness Committee held many workshops throughout the reporting period. Many of these were focused on being sensitive to other cultures, diverse backgrounds, and religious beliefs. Some of these trainings and workshops included:

- Professional Development Day Dealing with Disruptive Students in and out of the classroom
- OUT LOUD: Faith – A campus-wide discussion on religious expression
- OUT LOUD: Middle Eastern Culture Lecture
- Hispanic Heritage Month Lecture

These trainings and workshops proved beneficial in how faculty and staff interact with students and each other while at work.

New program goals were established for 2016-2018 reporting period:

These following goals are pursued in efforts to prevent any employment practice from having an adverse impact on the protected race/sex group members and increase their opportunities to fully participate in the employment process and to address diversity of the workforce.

1. Review and revision of the Committee Search Procedures. This will be completed and implemented in the 2016-2018 Affirmative Action Plan year.

Responsible person: Human Resources Information Systems Assistant

2. Incorporate unconscious bias in hiring training into training of search and selection committees. This will be completed in the plan year of 2016-2018.
Responsible Person: Assistant Director of Human Resources
3. The ADA Accommodation Request Form will be incorporated in the Human Resources Department Recruitment website to provide all candidates with a more visible way to request an accommodation throughout the search and selection process. This will be implemented by August 2016.
Responsible Person: Assistant Director of Human Resources
4. Posting of temporary, grant-funded and part-time permanent positions in same manner as permanent tenure-track positions to gain a larger applicant pool. This will be implemented in the 2016-2018 plan year.
 - Temporary positions will be posted in the same manner as permanent tenure-track positions. Included in the position announcement will be language such as “position may become permanent tenure-track depending on funding and the needs of the College.”
 - Part-time permanent position announcements will incorporate the following language: “position may become full-time (tenure-track, if applicable) depending on funding and the needs of the College.”

Responsible Department: Human Resources/Affirmative Action

IV. CAREER MOBILITY AND PROMOTION GOALS

The following promotions were effective during this reporting period.

Faculty

2013-14	<i>From</i>	<i>To</i>
1 BM	Assistant Professor	Associate Professor
2 WF	Associate Professor	Professor
2014-15		
1 WM	Instructor	Assistant Professor
3 WF	Instructor	Assistant Professor
1 BF	Instructor	Assistant Professor
1 WM	Assistant Professor	Associate Professor
1 WF	Assistant Professor	Associate Professor
2 WM	Associate Professor	Professor

Professional Non-Faculty

2013-14	2014-15
5 WF	4 WM
1 HM	5 WF
1 OF	1 BF

Employees promoted in this job category normally receive a salary step increase within the same pay rank; they do not normally move from one job category or salary level to another.

In addition, 1 BM was promoted within the category by the President and 1 HF was promoted by reclassification into this category from the Secretarial/Clerical job category.

Technical/Paraprofessional

The following classified were reclassified to this job category from the Secretarial/Clerical category. There were no promotions within this job category.

	From	To
1 BF	Office Assistant	Operations Assistant (HR/Payroll)
1 HF	Secretary 1	Registration Services Assistant

Secretarial/Clerical

One (1) WF and 1 BF were promoted via reclassification. In order to be considered for reclassifications to positions in this category, classified employees must apply for the state examination for the classification, and if they meet the qualifications as required by DAS, they must take and pass the exam, per DAS standards.

	From	To
1 WF	Office Assistant	Secretary 1
1 BF	Clerk Typist	Office Assistant

Protective Services

There were no promotions in this job category during this reporting period.

Service/Maintenance

The following reclassification was implemented as part of an agreement between the State of Connecticut and the State Coalition on Pay Equity (SCOPE).

	From	To
1 WM	Storekeeper	Materials Storage Specialist

V. DISCRIMINATION COMPLAINTS

Update from a Previous Plan

During the February 1, 2012 through January 31, 2014 reporting period, the College did not receive any complaints and were not made aware of any complaints filed at CHRO during that reporting period.

This Reporting Period

During the February 1, 2014 through January 31, 2016 reporting period, 1 WF filed a complaint of hostile work environment. Although the Complainant was not an employee of the State, an internal investigation was conducted and the College found that there were no violations of the Board or College policies for which the complainant claimed. The complainant enlisted the assistance of an attorney.

Although the investigation found no violations, the College continued to work with complainant through her attorney during this reporting period. A satisfactory and confidential settlement was accepted by the Complainant.

VI. RESIGNATIONS, NON-REAPPOINTMENTS, TERMINATIONS AND RETIREMENTS

The EEOC discussed the Personnel Activity Sheet with the President. The spreadsheet may be seen in Section 86 Employment Analysis.

Report Prepared By:

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June 30, 2016