

CHARTER OAK STATE COLLEGE
AFFIRMATIVE ACTION PLAN EXECUTIVE SUMMARY
REPORTING PERIOD: DECEMBER 1, 2022 – NOVEMBER 30, 2024

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, 2022 – November 30, 2024, and details our efforts, goals, and responsibilities, and establishes our new hiring, promotional and programmatic goals for 2024-2026.

Copies of the Affirmative Action Plan are 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 Charter Oak State College 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, 2022 – November 30, 2024. 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;

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- 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.

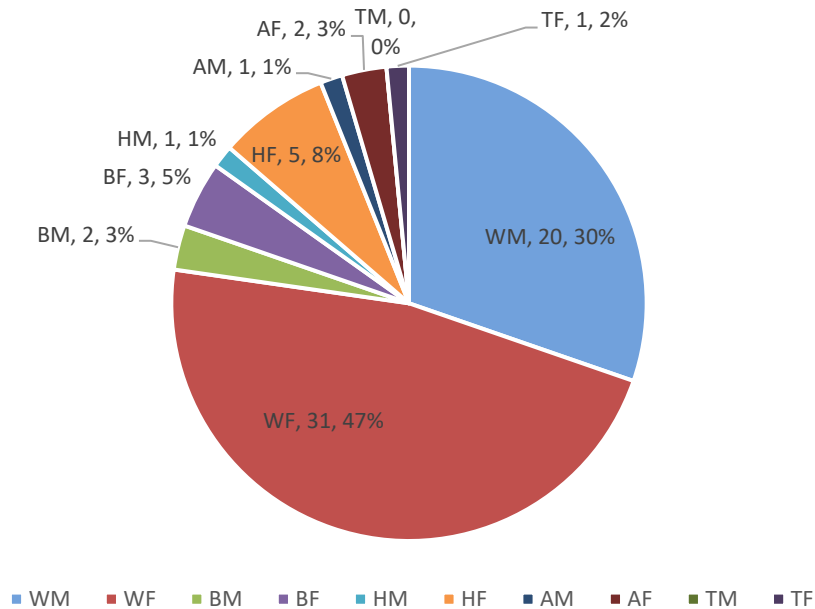
The standard that agencies must show “good-faith efforts” when hiring non-goal candidates. Good faith efforts definition means the degree, care and diligence which a reasonable person would exercise in the performance of legal duties and obligations at a minimum it includes all those efforts reasonably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

Charter Oak State College Workforce

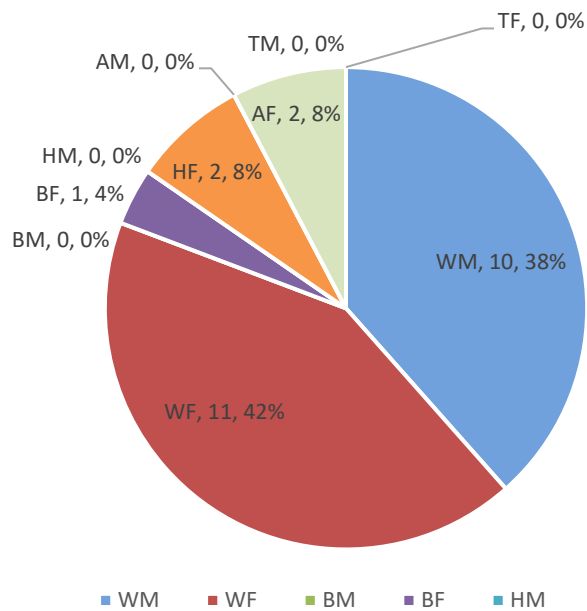
TOTAL WORKFORCE													
AGENCY:	Charter Oak State College										November 30, 2024		
OCCUPATIONAL CATEGORY/JOB TITLE	GRAND	TOTAL	TOTAL	WHITE		BLACK		HISPANIC		AAIANHNP		2 OR MORE RACES	
	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Executive/Managerial	26	10	16	10	11	0	1	0	2	0	2	0	0
%TOTAL	100.0%	38.5%	61.5%	38.5%	42.3%	0.0%	3.8%	0.0%	7.7%	0.0%	7.7%	0.0%	0.0%
Professional	40	14	26	10	20	2	2	1	3	1	0	0	1
%TOTAL	100.0%	35.0%	65.0%	25.0%	50.0%	5.0%	5.0%	2.5%	7.5%	2.5%	0.0%	0.0%	2.5%
TOTAL	66	24	42	20	31	2	3	1	5	1	2	0	1
%TOTAL	100.0%	36.4%	63.6%	30.3%	47.0%	3.0%	4.5%	1.5%	7.6%	1.5%	3.0%	0.0%	1.5%

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Charter Oak State College
Total Workforce 2024



Charter Oak State College
Executive Workforce 2024



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Summary of 2022-2024 Changes to the Charter Oak State College Workforce:

A review of Charter Oak State College's overall workforce shows a net increase of four (4) white females since the last reporting period. A comparison of increases over each of the occupational categories (e.g., Executive and Professional Non-Faculty) is not provided as Charter Oak State College recategorized a few positions out of the Professional Non-Faculty occupational category into the Executive classification.

Summary of the 2022-2024 Affirmative Action Plan Achievements:

2022-2024 Goal Achievements

EEO Category	Goals Established	Hires	Promotions	Goal Achievement
Executive	H: 3WF, 1BM, 1BF, 1HM, 1AM P: NONE	1WF 1BF 1WM	3WF	2 out of 3 hires met goals or 67%
Professional Non-Faculty-All other Titles	H: 1HM, 2AF P: None	1WM, 3WF, 1BM, 2BF, 1HF	N/A	0 out of 8 goals or 0%

Program Goals

Program Goals	2 Established	2 out of 2 or 100%
<p>1. Charter Oak State 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.</p> <p>Goal Achievement: This goal was achieved.</p> <p>2. Charter Oak State College will support the CSCU System Office's goal to train all staff on Domestic Violence.</p> <p>Goal Achievement: This goal was achieved.</p>		

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Summary of the 2024-2026 Affirmative Action Goals and Objectives

The following hiring and promotion goals have been set for the period December 1, 2024 – November 30, 2026, in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

Statewide/National – AA Plan Goals

Executive/Administrative/Managerial	H: 1WF, 1BM, 1BF, 1HM, 1AM P: NONE
Professional – All Other Titles	H: 1BF, 1HM, 2AF P: NONE

PROGRAM GOALS:

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

1. To increase collaboration within the Charter Oak workforce, the college will explore a college wide retreat. The retreat will promote cohesiveness, inclusivity for in person and remote workers which will result in increased morale and retention.

Responsible persons: Human Resources

Timeframe: Completion by June 30, 2026.

2. The College will continue to encourage its employees to avail themselves of the training opportunities offered by the CSCU system office, both for compliance and professional development.

Responsible persons: Charter Oak State College Leadership

Timeframe: Completion by June 30, 2026.