

HOUSATONIC COMMUNITY COLLEGE
SUMMARY OF AFFIRMATIVE ACTION PLAN OBJECTIVES
MAY 30, 2016

The following is a summary of the objectives of Housatonic Community College's Affirmative Action Plan as required by Section 46a-68 of the Connecticut General Statutes:

- To provide a clear and concise policy statement that acknowledges the purpose and need for affirmative action.
- To internally notify the College's policy statement and retain communications as they relate to affirmative action.
- To put the College on public record as an affirmative action/equal employment opportunity employer.
- To assign duties and responsibilities necessary for the development and implementation of a meaningful Affirmative Action Plan.
- To report the racial and sexual composition of the College's full-time employees by occupational category.
- To determine the availability of protected group members through an analysis of their representation in the actual workforce at the College.
- To determine the full and fair utilization of protected classes through an analysis of their representation in the actual workforce at the College.
- To set hiring and promotional goals and timetables to address the identified underutilization of protected group members.
- To undertake a comprehensive review of the employment process to identify barriers to equal employment opportunity.
- To identify non-quantifiable aspects of the employment process which may impede or prevent the full and fair participation of protected group members and set appropriate goals and timetables.
- To maintain an upward mobility program consistent with the guidelines prepared by the committee on upward mobility.
- To maintain a grievance procedure to process and resolve allegations of discrimination at the College.
- To maintain an internal evaluation procedure to monitor the progress and anticipate shortcomings of the Affirmative Action Plan.
- To prepare a critical narrative on all activity undertaken to achieve the hiring, promotional, upward mobility and program goals contained in the previous plan.

- To continue to develop and implement programs to advance the cause of affirmative action at the College.

In particular, Housatonic Community College will strive to achieve parity in its workforce during the reporting period starting February 1, 2016 through January 31, 2018 by setting the following hiring goals according to the different occupational categories.

AFFIRMATIVE ACTION GOALS

2/1/16-1/31/18

Executive/Administrative/Managerial

2 WM, 1 HF*

Faculty: Instructor/Assistant & Associate Professor

1 WF, 1 HF, 1 OM, 1 OF

Faculty: Professor

6 WM, 2 BM (Promotion Goals)

Professional Non-Faculty

2 WM, 4 WF, 2 BF, 1 HM, 1 OM

Technical Paraprofessional

1 WM,* 2 WF

Secretarial/Clerical

3 WF, 2 BM, 1 HM, 1 OM*

Protective Service

1 WF,* 2 BM

Skilled Craft Workers

None

Service Maintenance

1 HM, 1 OM*

**Cumulative Goals*