

EXECUTIVE SUMMARY:

Affirmative Action Program for Manchester Community College

Submitted to CHRO:

March 30, 2015

For the Reporting Period:

December 1, 2013 – November 30, 2014



**MANCHESTER COMMUNITY COLLEGE
AFFIRMATIVE ACTION PLAN**

Summary of Objectives

- To affirm the commitment to Affirmative Action by Manchester Community College's President and community
- To provide fair employment practices including those related to advertising, hiring, training, evaluation, and retention
- To undertake with conviction and effort, positive steps to overcome the present effects of past practices, policies, or barriers to equal employment opportunity
- To achieve the full participation of protected groups which include: Hispanic, Blacks, American Indians, Alaskan Natives, Asian, Native Hawaiians or Other Pacific Islanders, or other protected race and sex groups found to be underutilized in the workforce or adversely impacted by system policies or practices
- To make good faith efforts to achieve goals and timetables set forth in the Affirmative Action Plan
- To provide a detailed result-oriented set of procedures, prepared and approved in accordance with the Affirmative Action Regulations for State Agencies, that blueprint our strategy to combat discrimination and achieve action

**MANCHESTER COMMUNITY COLLEGE
AFFIRMATIVE ACTION PLAN
OBJECTIVES**

Manchester Community College is a state-supported, non-residential, co-educational college offering a variety of community educational services in addition to career and transfer programs. The Board of Regents for Higher Education governs the 17 Connecticut State Colleges & Universities (CSCU), including the Connecticut Community Colleges. Manchester Community College is open to anyone regardless of race, color, religious creed, age, sex, marital status, civil union status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, present or past history of mental disability, intellectual disability, learning disability or physical disability.

In accordance with State and Federal laws and regulations, Manchester Community College is an Equal Employment Opportunity/Affirmative Action Employer. Manchester Community College does not tolerate unlawful discrimination in its employment practices and employs affirmative action to achieve equal employment opportunity.

Manchester Community College prepares an Affirmative Action Plan (AAP) each year in compliance with Connecticut General Statute (46a-68). The AAP is a detailed, results-oriented set of procedures that communicates MCC's strategy to combat discrimination and implement affirmative action in employment. Affirmative action is an effort to develop a systematic approach to open the doors of education, employment, and business development opportunities to qualified individuals who happen to be members of groups that have experienced long-standing and persistent discrimination. The objectives of the AAP are to establish goals, which promote affirmative action and to eliminate any policy or employment practice that adversely affects members of protected classes.

The AAP includes the College's workforce as a whole and by occupational categories. The AAP also sets forth the degree of success in accomplishing hiring, promotion and programmatic goal achievement. In addition, Contract Compliance reports and information regarding the Set-Aside Program that includes Small, Women, Minority and Disabled owned business assisting the College during the AAP reporting period.

Affirmative Action supports MCC's goal of developing a diverse workforce by ensuring equal employment opportunity. For instance, MCC makes efforts to recruit qualified candidates from groups that are underutilized in our workforce. For instance, MCC makes efforts to recruit qualified candidates from groups underutilized in our workforce. Where goals have not been achieved, MCC's AAP demonstrates its good faith efforts in recruiting, hiring and other employment policies and practices.

All materials contained in Manchester Community College's Affirmative Action Plan are public documents and are available for review in the Human Resources/Affirmative Action Office or in the Library. The AA Regulations require of specific period of review and the AAP will be available for review until the end of June 2015 for sixty (60) days. The AAP will be available continuously in the Library and soon it will be placed on the Diversity and Inclusion Web Page for review after the initial review period has ended. Included in the AAP is a listing of pertinent state and federal civil rights laws, statutes and regulations.

The AA Regulations require distribution of the Manchester Community College's Policy Against Harassment each year to all employees. MCC also follows all policies that are issued by the Board of Regents for Higher Education for all Connecticut State Colleges and Universities (CSCU).

MANCHESTER COMMUNITY COLLEGE POLICY AGAINST HARASSMENT

Manchester Community College reaffirms that it does not condone any form of harassment directed towards any person or group within its community: students, employees, or visitors. Everyone associated with Manchester Community College is obligated to refrain from actions that could intimidate, humiliate or demean persons or groups, or that undermine their sense of security or self-esteem.

Harassment consists of abusive behavior directed toward an individual or group because of race, color, religious creed, age, sex, marital status, civil union status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, present or past history of mental disability, intellectual disability, learning disability or physical disability. Manchester Community College (a) strictly prohibits making submission to harassment either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance; and (b) forbids harassment that has the effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Behaviors that denigrate others because of their race, race, color, religious creed, age, sex, marital status, civil union status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, present or past history of mental disability, intellectual disability, learning disability or physical disability are prohibited. The use of derogatory names, inappropriately directed laughter, inconsiderate jokes, anonymous notes or telephone calls, and conspicuous exclusion from conversations and/or classroom discussions are examples of prohibited harassing behaviors.

Most importantly, all members of the Manchester Community College community are responsible for the maintenance of a positive environment in which everyone may feel comfortable working and learning. The failure of managers and supervisors at any level to remedy harassment violates this policy as seriously as the original discriminatory act.

Sexual harassment is defined as any unsolicited and unwanted sexual advance, or any other conduct of a sexual nature whereby (a) submission to these actions is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance; or (b) these actions have the effect of interfering with an individual's performance or create an intimidating, hostile, or offensive environment.

Examples of sexual harassment in the work place may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display of pornographic or suggestive calendars, posters, or signs. All forms of sexual harassment and discrimination are considered serious offenses by the College. Such behavior is particularly offensive when power relationships are involved.

MCC Policy against Harassment

Manchester Community College strongly discourages romantic or sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice.

Any person who believes that s/he is being harassed or otherwise subjected to discrimination because of race, color, religious creed, age, sex, marital status, civil union status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, present or past history of mental disability, intellectual disability, learning disability or physical disability or other similar characteristics is encouraged to consult Leah Glende, Manager of Diversity, Inclusion and Staff Development, Lowe L-134, 512-3107.

Complaints of discrimination may initially be directed to any employee of Manchester Community College. Employees receiving complaints must alert the Manager of Diversity, Inclusion and Staff Development as soon as possible as to the nature of the incident. The anonymity of complainant and accused may be maintained, upon request, during the reporting and consultation - subject to the provisions of State Law and the policies of the Board of Regents for Higher Education. Each office and person involved in advising complainants on sources of assistance must avoid comments that might dissuade victims from pursuing their rights or constitute threats of reprisal. Such behavior in itself is discriminatory and is a violation of this policy.



Gena Glickman
President

All inquiries regarding the Manchester Community College Affirmative Action Plan can be directed to Leah Glende, Manager of Diversity, Inclusion and Staff Development at (860) – 512 – 3107 or by email at lglende@manchestercc.edu.

The Manchester Affirmative Action Plan was submitted to the Commission on Human Rights and Opportunities (CHRO) on March 30, 2015 and covers the reporting period December 1, 2013 through November 30, 2014.

During the reporting period, the following goals were achieved:

Hiring Goals:	31.0 %
Promotion Goals:	35.7%
Program Goals:	100%
Contract Compliance Goals:	100%

Full-time College Workforce by occupational category as of 11/30/14

According to the statute, the race/sex composition for every full-time employee is to be documented for the total workforce and each labor market occupational category. MCC reports each full time and part time employee by race and gender in eight (8) occupational categories. The Workforce Analysis includes percentages and is summarized below:

(46a-68-38)											As of 11/30/14
TOTAL FULL TIME WORKFORCE											
CATEGORY	Grand Total	Total Male	Total Female	WM	WF	BM	BF	HM	HF	OM	OF
1 Exec/Admin/Mgmt	22	6	16	5	13	1	2	0	1	0	0
2 Faculty	113	43	70	31	59	3	8	3	1	6	2
3 Professional Non-Faculty	73	33	40	25	26	5	8	2	5	1	1
4 Sec/Clerical	31	0	31	0	22	0	7	0	2	0	0
5 Technical Paraprofessional	2	0	2	0	2	0	0	0	0	0	0
6 Skilled Craft	4	4	0	3	0	1	0	0	0	0	0
7 Service Maintenance	29	25	4	10	3	6	0	7	1	2	0
9 Protective Services	8	7	1	4	0	1	0	2	0	0	1
TOTALS	282	118	164	78	125	17	25	14	10	9	4
Percentages:		41.8%	58.2%	27.7%	44.3%	6.0%	8.9%	5.0%	3.5%	3.2%	1.4%

Part-Time College Workforce by occupational category as of 11/30/14:

(46a-68-38)											As of 11/30/14
TOTAL PART TIME WORKFORCE											
CATEGORY	Grand Total	Total Male	Total Female	WM	WF	BM	BF	HM	HF	OM	OF
1 Exec/Admin/Mgmt	0	0	0	0	0	0	0	0	0	0	0
2 Faculty	441	222	219	199	194	6	16	8	8	9	1
3 Professional Non-Faculty	91	24	67	20	55	1	4	2	6	1	2
4 Sec/Clerical	1	0	1	0	1	0	0	0	0	0	0
5 Technical Paraprofessional	0	0	0	0	0	0	0	0	0	0	0
6 Skilled Craft	0	0	0	0	0	0	0	0	0	0	0
7 Service Maintenance	0	0	0	0	0	0	0	0	0	0	0
9 Protective Services	0	0	0	0	0	0	0	0	0	0	0
TOTALS	533	246	287	219	250	7	20	10	14	10	3
Percentages:		46.2%	53.8%	41.1%	46.9%	1.3%	3.8%	1.9%	2.6%	1.9%	0.6%

**Hiring and Promotion Goals established for
December 1, 2014 – November 30, 2015**

TOTAL HIRING AND PROMOTION GOALS											As of 11/30/2014
CATEGORY	Grand Total	Total Male	Total Female	WM	WF	BM	BF	HM	HF	OM	OF
1 Exec/Admin.Mgmt	7	7	0	5	0	0	0	1	0	1	0
2 Faculty- Professor	9	4	5	0	0	2	2	2	0	0	3
2 Faculty- Associate Professor	5	4	1	0	4	0	0	0	1	0	0
2 Faculty- Assistant Professor	6	5	1	3	0	1	0	0	0	1	1
2 Faculty- Instructor	5	3	2	2	0	0	1	1	1	0	0
3 Prof Non-Faculty	10	8	2	0	7	0	0	0	0	1	2
4 Sec/Clerical	7	5	2	2	0	1	0	1	1	1	1
5 Technical Paraprofessional	2	1	1	1	0	0	1	0	0	0	0
6 Skilled Craft	1	1	0	0	0	0	0	1	0	0	0
7 Service Maintenance	6	5	1	5	0	0	1	0	0	0	0
9 Protective Services	4	2	2	0	1	1	1	0	1	0	0
TOTALS	62	33	29	18	12	5	6	6	4	4	7
	100%	53.2 %	46.8%	29.0%	19.4%	8.1%	9.7 %	9.7%	6.5%	6.5%	11.3%

The calculations used in setting these goals are determined by comparing our current workforce with those individuals in similar positions (by category) using labor data, census data, educational data and promotional pools. Goals are established for all areas underutilized using the calculations. The College remains committed to diversifying its workforce through our beliefs in:

- the philosophy, theory, and principles of affirmative action and equal opportunity
- fair and objective search processes
- advertising employment notices in a variety of ways, including publications that target historically under-represented groups
- including historically under-represented groups and goal candidates in the interview pool

Following the submission of this Affirmative Action Plan, these goals will be applied in upcoming employment searches. The Board of Regents for Higher Education has issued a hiring freeze for all Connecticut State Colleges and Universities (CSCU). Detailed explanations of these goals, the role of affirmative action, and copies of the relevant utilization tables will continue to be provided to each search committee. We are also sharing an overview of our current workforce with search committees to provide a big-picture view of diversity at MCC.