AFFIRMATIVE ACTION PROGRAM

Middlesex Community College
Middletown, Connecticut 06457

Reporting Period: January 1, 2016 through December 31, 2017

Date Due: April 30, 2018
Middlesex Community College
Affirmative Action Plan

Reporting Period: January 1, 2016 - December 31, 2017

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SECTION I
Policy Statement
(Section 46a-68-78)

Middlesex Community College (MxCC) follows the Connecticut State Colleges and Universities (CSCU) Affirmative Action and Equal Employment Opportunity Policy Statement; of which MxCC is a constituent unit. This policy statement on affirmative action was endorsed by the President of the CSCU System on June 28, 2016. The policy reflects a strong commitment to promoting affirmative action and equal opportunity within the CSCU work force; and that commitment is echoed by Middlesex Community College.

Subsection (a)
MxCC is submitting an affirmative action plan that contains a policy which:
(1) Identifies the purpose and need for affirmative action and equal employment opportunity;
(2) Identifies the classes protected under all federal and state constitutions, laws, regulations, and executive orders that prohibit or outlaw discrimination;
(3) Establishes affirmative action as an immediate and necessary agency objective;
(4) Pledges the agency to take affirmative steps to provide services and programs in a fair and impartial manner;
(5) Recognizes the hiring difficulties experienced by individuals with disabilities and by many older persons and sets program goals for action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce;
(6) Advises employees of the existence of the agency’s internal complain procedures; and
(7) Identifies the agency equal employment opportunity officer or person assigned affirmative action duties by name, position or position classification, address and telephone number.

Subsection (b)
The policy statement is signed by both the appointing authority and the local lead campus administrator, evidencing commitment towards achieving the goals set forth in this plan.
As the statewide policy making authority for public higher education in Connecticut, the Connecticut State Colleges and Universities (CSCU) is committed to leading, by example, in the areas of equal employment opportunity and affirmative action. Additionally, the Connecticut State Colleges and Universities has been charged by state statutes to promote representative racial and ethnic diversity among the students, faculty administrators and staff at public institutions of higher education. The Connecticut State Colleges and Universities (CSCU) policies also advances compliance with Title IX requirements and the Americans with Disabilities Act (ADA) at all Connecticut State Colleges and Universities. Equal employment opportunity and affirmative action are essential to achieving higher education’s goals of academic excellence and equity.

The Connecticut State Colleges and Universities (CSCU) recognizes that affirmative action is positive action undertaken with diligence and conviction to:

Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and;

Achieve the full and fair participation of all protected class members found to be underutilized in the workplace, or adversely impacted by policies or practices.

The Connecticut State Colleges and Universities (CSCU) deems equal employment opportunity to be the education or employment of individuals without consideration of race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of mental disability), gender identity or expression, sexual orientation, transgender status, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The Connecticut State Colleges and Universities (CSCU) will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the Connecticut State Colleges and Universities (CSCU) will not unlawfully discriminate against persons with a prior criminal conviction. Equal employment opportunity is the purpose and goal of affirmative action.

It is the policy of the Connecticut State Colleges and Universities to administer all personnel policies in manners that insure that there is no discrimination based upon race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities,
intellectual disabilities, past or present history of mental disability), gender identity or expression, genetic information, sexual orientation, transgender status, criminal record, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions.

The Connecticut State Colleges and Universities recognizes the hiring difficulties experiences by persons with disabilities and by many older persons. If necessary, program goals shall be established with the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair participation of such persons in the workforce.

The Connecticut State Colleges and Universities shall explore alternative approaches wherever personnel practices have a negative impact on protected classes and establish procedures for the extra effort deemed necessary to assure that the recruitment and hiring of protected group members reflect their availability in the job market. To this end, the Connecticut State Colleges and Universities shall continuously review its personnel policies and procedures to ensure that barriers that unnecessarily exclude protected classes and practices that have a discriminatory impact are identified and eliminated. Recognizing that there are residual effects of past discrimination, the CSCU pledges not only to provide services in a fair and impartial manner, but also establish, through this policy, affirmative action and equal employment opportunity as immediate and necessary objectives throughout all of the Connecticut State Colleges and Universities.

The Connecticut State Colleges and Universities is committed to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner. The Connecticut State Colleges and Universities has an internal discrimination complaint procedure and system to process and resolve grievances.

Mark Ojakian, the President of the Connecticut State Colleges and Universities is committed to successfully implementing the Affirmative Action Plan and goals within timetables set forth. The President assures that all employees, especially managers and supervisors understand the policies and their responsibilities for implementing such and take positive steps to ensure compliance with the Affirmative Action Plan, AA/EEO policies, procedures and programs and also Americans with Disabilities Act (ADA) and Title IX requirements and mandates.

Leah Glende, Manager of Diversity and Inclusion is the appointed Equal Employment Opportunity Officer for the Connecticut State Colleges and Universities System Office and reports directly to the President of the Connecticut State Colleges and Universities (CSCU) regarding all affirmative action, equal employment opportunity, diversity, inclusion, ADA and Title IX matters.
The Affirmative Action Plan is available to all members of the workforce and the CSCU System through the Human Resources Office which is located at 61 Woodland Street, 3rd Floor, Hartford, CT 06105. Ms. Glende can be reached by telephone at (860)-723-0727 or by email at glendel@ct.edu.

**Middlesex Community College Affirmative Action Officer**

The Affirmative Action Officer for Middlesex Community College is:

Anastasia Pych  
Middlesex Community College,  
100 Training Hill Road, Middletown, CT 06457  
(860) 343-5751

Questions, concerns, and issues should be directed to Anastasia Pych, who has day to day responsibility for affirmative action at the college.

I hereby attest to my commitment to achieve the goals, within the timetables set forth in this Affirmative Action Plan, and the overall responsibility for the plan and affirmative action policies.

Dr. Steven Minkler  
Dean of Academics/Lead Campus Administrator  
Middlesex Community College  
4/11/18
FEDERAL AND STATE ANTI-DISCRIMINATION LAWS

CONNECTICUT CONSTITUTIONAL PROVISIONS

Article First, Section 1 - Equality of Rights

Article First, Section 3 - Right of Religious Liberty

Article First, Section 20 - Equal Protection under the law for all persons; no segregation or discrimination.

CONNECTICUT GENERAL STATUTES

C.G.S. Section 2-120 - Establishment of Latino and Puerto Rican Affairs Commission.

C.G.S. Section 2-121 - Establishment of African Affairs Commission.

C.G.S. Section 4-61u - Establishment of programs for career mobility for all levels and job classifications complete with affirmative action annual goals, timetables and accommodation/entry level training of persons with disabilities.

C.G.S. Section 4-61dd(b)(2)(3) - Whistleblower complaint provisions, allows state or quasi-public Agency employees, or employees of large state contractors to file retaliation complaints with CHRO Chief Human Rights Referee or Attorney General.

C.G.S. Section 4a-60 - Affirmative Action provisions in state contracts and nondiscrimination on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation and physical disabilities (including blindness)

C.G.S. Section 4a-60a - Nondiscrimination clauses in state contracts on the basis of sexual orientation

C.G.S. Section 4a-60g - Establishment of small business and minority business set-aside program involving state contracts administered by the Department of Administrative Services

C.G.S. Section 4a-61 - Requirement of procedures for the award of state contracts concerning minority business enterprises

C.G.S. Section 4a-62 - Establishment of Minority Business Enterprise Review Committee

C.G.S. Section 5-227 - Prohibition of discrimination in state classified service because of discriminatory employment practices (as defined in CGS Section 46a-51) and discrimination due to political affiliation.
C.G.S. Section 8-265c - Non-discrimination in housing financed by Connecticut Housing Finance Authority (CHFA) on the basis of race, creed, color, national origin, ancestry or sex; affirmative action required of contractors engaged in construction of housing financed by CHFA

C.G.S. Section 10-15c - Discrimination in public schools prohibited on the basis of race, color, sex, religion, National origin or sexual orientation.

C.G.S. Section 10-17f - Requirement of program of bilingual education in public schools where applicable.

C.G.S. Section 10-18a - Requires use in public schools of instructional materials representative of all races, ethnic origins and both sexes.

C.G.S. Section 10-153 - Nondiscrimination in employment of teachers by local or regional boards of education on the basis of sex and marital status.

C.G.S. Section 10a-10 - Establishment of Office of Educational Opportunity to aid disadvantaged students and ensure workforce diversity in public institutions of higher education.

C.G.S. Section 10a-11(a) - The Board of Governors for Higher Education shall develop a strategic plan to Strategic plan to ensure racial and ethnic diversity of workforce within state system of higher education.

C.G.S. Section 17a-541, 17a-549 - Prohibition against denying housing, employment, civil or legal rights on the basis of psychiatric disability or past or present history of mental disability.

C.G.S. Section 27-59 - Prohibition against discrimination and segregation in armed forces of the state on the basis of race, creed or color

C.G.S. Section 31-22p - Non-discrimination in apprenticeship program training standards within state on the basis of race, color, religion, sex, age and national origin; provide training, employment and upgrading opportunities for disadvantaged workers.

C.G.S. Section 31-75 - Discrimination in compensation solely on the basis of sex

C.G.S. Section 36a-737 - Prohibition against discrimination in granting of mortgage and home improvement loans for owner-occupied properties by financial institutions on the basis of geographical or neighborhood areas.

C.G.S. Section 38a-446 - Prohibition against discrimination towards classes of insurants in transactions involving life insurance.

C.G.S. Section 38a-543 - Age discrimination in group insurance coverage prohibited
C.G.S. Section 38a-816 - Prohibition against unfair insurance practices on the basis of race, color, creed, physical disability, mental retardation, blindness and genetic information

C.G.S. Section 38a-824 - Prohibition against redlining in real estate transactions.

C.G.S. Section 46a-1 - Establishment of a Permanent Commission on Women.

C.G.S. Section 46a-10 - Establishment of an Office of Protection and Advocacy for persons with disabilities

C.G.S. Section 46a-27 - Establishment of a commission for the advocacy of deaf and hearing impaired persons; and providing of qualified interpreter services

C.G.S. Section 46a-52 – Establishment of CHRO

C.G.S. Section 46a-54(15)(A) – Requirement of employers with 3 or more employees to post notice of prohibition against sexual harassment; requirement of employers with 50 or more to provide training to supervisors regarding sexual harassment law.

C.G.S. Section 46a-54(16) - Requirement that state agencies conduct diversity training for state employees

C.G.S. Section 46a-56 - Broad grant of authority regarding discriminatory practices

C.G.S. Section 46a-58(a) - Prohibition against deprivation of civil rights on the basis of religion, national origin, alienage, color, race, sex, blindness, physical disability or sexual orientation

C.G.S. Section 46a-59(a) - Prohibition against discrimination in professional and occupational associations on the basis of race, national origin, creed, sex or color

C.G.S. Section 46a-60 (a)(1) - Prohibition against refusal to hire or employ, to bar or discharge from employment, discriminate in compensation, or in terms, conditions or privileges of employment, or on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability and physical disability (including blindness) without bona fide occupational qualifications or need

C.G.S. Section 46a-60 (a)(2) - Prohibition against employment agencies’ failure or refusal to properly classify or refer one on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability and physical disability (including blindness)

C.G.S. Section 46a-60 (a)(3) - Prohibition against discrimination regarding membership and membership rights; discrimination against members or employers or to expel from membership by labor organizations on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability and physical disability (including blindness)
C.G.S. Section 46a-60 (a)(4) - Prohibition against retaliation for exercising right to file or participate in th
Processing of a discrimination complaint; prohibition against retaliation on the basis of opposing
discriminatory employment practices

C.G.S. Section 46a-60 (a)(5) - Prohibition against aiding, abetting or inciting discriminatory employment
practices

C.G.S. Section 46a-60 (a)(6) - Prohibition against advertising of employment opportunities in a manner
That discriminates on the basis of race, color, religious creed, age, sex, marital status, national origin,
ancestry, present or past history of mental disability, mental retardation, learning disability and physical
disability (including blindness)

C.G.S. Section 46a-60 (a)(7) - Prohibition against termination of employment because of pregnancy; right
Of reinstatement and employment benefits; right to request temporary transfer

C.G.S. Section 46a-60 (a)(8) - Prohibition against sexual harassment in employment

C.G.S. Section 46a-60 (a)(9) - Prohibition against requiring information on familial responsibilities,
pregnancy or birth control information in employment situations

C.G.S. Section 46a-60 (a)(10) - Requirement of employer to take reasonable measures to protect employees
From exposure to workplace hazard pursuant to C.G.S. Section 46a-60 (a) (9)

C.G.S. Section 46a-60(a)(11) - Use of genetic information in employment decisions prohibited

C.G.S. Section 46a-64 - Prohibition against discrimination and segregation in places of public
accommodations on the basis of race, creed, color, national origin, ancestry, sex, marital status, age,
lawful source of income, mental retardation, mental disability, or physical disability; requirement of
full and equal access to blind, deaf or mobility impaired persons with guide dog; prohibits limiting
breastfeeding

C.G.S. Section 46a-64c - Prohibition against housing discrimination on the basis of race, color, creed,
national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning
disability, physical or mental disability

C.G.S. Section 46a-66 - Prohibition against discriminatory credit practices by creditors on the basis of
sex, age, race, color, religious creed, national origin, ancestry, marital status, mental retardation,
learning disability, blindness or physical disability

C.G.S. Section 46a-68(b)(3)(5) - CHRO and the Permanent Commission on the Status of Women shall
Provide training concerning state and federal discrimination laws and techniques for conducting
internal investigations of discrimination complaints to persons designated by state agencies as
affirmative action officers and persons
designated by the Attorney General or the Attorney General’s designee to represent the agency. Such training shall be provided for a minimum of ten hours during the first year of service and a minimum of five hours per year thereafter.

C.G.S. Section 46a-68(c) - Requires state agencies to file affirmative action plans with CHRO. Agencies With fewer than 20 employees to file biennially.

C.G.S. Section 46a-69 – Prohibition against discriminatory practices by state agencies

C.G.S. Section 46a-70 (a) - Guarantee of equal employment in state agencies on the basis of race, color religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)

C.G.S. Section 46a-70a - Judicial Department included in guarantee of equal employment in State Agencies.

C.G.S. Section 46a-71 - Non-discrimination in services provided by state agencies on the basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)

C.G.S. Section 46a-72 - Discrimination in job placement by state agencies prohibited on the basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)

C.G.S. Section 46a-73 - Discrimination in state licensing and charter procedures prohibited on the basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)

C.G.S. Section 46a-74 - State agencies not to permit discriminatory practices in professional or Occupational associations, public accommodations or housing

C.G.S. Section 46a-75(a) - Non-discrimination in state educational, counseling, apprenticeship and on the job training programs on the basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)

C.G.S. Section 46a-76(a) - Non-discrimination in allocation of state benefits on the basis of race, color, Religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)

C.G.S. Section 46a-79 - Statement of encouragement for employers to hire qualified persons with criminal Conviction records; re employment of criminal offenders
C.G.S. Section 46a-80 - Denial of state employment or licensing based on prior conviction of a crime, with certain exceptions.

C.G.S. Section 46a-81b - Prohibition against discrimination in professional and occupational associations on the basis of sexual orientation

C.G.S. Section 46a-81c - Prohibition against employment discrimination on the basis of sexual orientation

C.G.S. Section 46a-81d - Prohibition against discrimination and segregation in places of public accommodation on the basis of sexual orientation

C.G.S. Section 46a-81e - Prohibition against housing discrimination on the basis of sexual orientation

C.G.S. Section 46a-81f - Prohibition against discriminatory credit practices by creditors on the basis of Sexual orientation.

C.G.S. Section 46a-81h - Requirement of equal employment in state agencies on the basis of sexual orientation. State agencies to promulgate written directives and conduct orientation and training programs.

C.G.S. Section 46a-81i - Non-discrimination in services provided by state agencies on the basis of Sexual orientation.

C.G.S. Section 46a-81j - Non-discrimination in job placement activities by state agencies on the basis of sexual orientation.

C.G.S. Section 46a-81k - Non-discrimination in state licensing and charter procedures on the basis of Sexual orientation.

C.G.S. Section 46a-81l - Prohibition against state agencies allowing discriminatory practices in professional or occupational associations, public accommodations, or housing in violation of state anti discrimination laws regarding sexual orientation.

C.G.S. Section 46a-81m - Non-discrimination in state educational, counseling, apprenticeship, and on the-job programs on the basis of sexual orientation.

C.G.S. Section 46a-81n - Non-discrimination in allocation of state benefits on the basis of sexual orientation.

C.G.S. Section 46-83b - Alternative Dispute Resolution/ available to address discriminatory practice complains field with CHRO; CHRO can promulgate procedural regulations for ADR.

C.G.S. Section 47-59a - Recognition of equal rights & privileges for resident Indians of State tribes.
C.G.S. Section 47-59b (a) - Establishment of Indian Affairs Council to oversee rights of Indians of State tribes.

C.G.S. Section 53-37 - Fine imposed for ridicule on account of race, creed or color, denomination, nationality or race prohibited.

C.G.S. Section 53-37a - Deprivation of a person's civil rights by a person wearing a mark or hood

C.G.S. Section 54-1m(f)(g) - Municipal and state police prohibited from stopping, detaining or searching a person solely on basis of race, color, ethnicity, age, gender or sexual orientation; African American Affairs Commission authorized to review reports and make recommendations

RECENT PUBLIC ACTS:

Section 73 of Public Act 11-51, AN ACT IMPLEMENTING THE PROVISIONS OF THE BUDGET CONCERNING THE JUDICIAL BRANCH, CHILD PROTECTION, CRIMINAL JUSTICE, WEIGH STATIONS AND CERTAIN STATE AGENCY CONSOLIDATIONS.

REGULATIONS:

Sections 46a-54-1a - 46a-54-103a - Complaint processing and contested case proceedings regulations

Sections 46a-68-1 - 46a-68-17 - Apprenticeship Programs

Sections 46a-68-32 - 46a-68-74 - Agency Affirmative Action Plan Regulations

Sections 46a-68j-21 to 46a-68j-43, Sections 46a-68k-1 through 46a-68k-8; Sections 46a-56(d)-1 - 46a56(d)-7 - Contract compliance regulations re nondiscrimination

Sections 46a-54-200 to 46a-54-207 - Sexual Harassment posting and training requirements

Sections 4-61dd-1 through 4-61dd-21 - Rules of practice for contested case proceedings under the Whistleblower Protection Act

GUIDELINES: 1978 guidelines established by the Upward Mobility Committee

EXECUTIVE ORDERS:

Executive Order No. 3, Governor Thomas J. Meskill:
Requirement that State Contractors file compliance reports with the Commissioner of Labor on their equal employment opportunity practices
Executive Order No. 9, Governor William A. O'Neill:
Affirmative action compliance mandated as a top priority for state agencies.

Executive Order No. 11, Governor Ella T. Grasso:
Promulgating affirmative action guidelines and technical assistance to state agencies.

Executive Order No. 12, Governor Ella T. Grasso:
Governor's Council on opportunities for the Spanish speaking persons.

Executive Order No. 18, Governor Thomas J. Meskill:
Establishment of affirmative action program for ensuring equal employment opportunities within state service.

UNITED STATES CONSTITUTION:

First Amendment - Freedom of religion

Thirteenth Amendment - Prohibits slavery and involuntary servitude

Fourteenth Amendment - Equal protection

Fifteenth Amendment - Prohibits denying voting rights on the basis of race and color

Nineteenth Amendment - Abolishment of voting restrictions on the basis of sex

FEDERAL LAWS:

15 U.S.C. 1691 - Equal Credit Opportunity Act, prohibiting discrimination by creditors on the basis of race, color, religion, national origin, sex, marital status, age, or as a result of income derived from public assistance.

20 U.S.C. 1681 (a) - Title IX of the Education Amendments of 1972, prohibiting discrimination on the basis of sex, in federally funded educational services and programs.

29 U.S.C. Section 206 (d) - Equal Pay Act of 1963, prohibiting discrimination in wages on the basis of sex

29 U.S.C. Section 791 et seq. - Vocational Rehabilitation Act of 1973, requiring affirmative action and prohibition discrimination in the federal sector and federally funded activities and programs on the basis of disability.

42 U.S.C. Section 1981 – Civil Rights Act of 1866 providing equal right under the law and property rights for persons of all races and national origins.

42 U.S.C. Section 1981a, et seq. - Civil Rights Act of 1991, providing additional coverage and remedies under several federal anti-discrimination laws, involving age, disability, race, color, national origin, sex, and religious discrimination, specifically provides for damages in cases of intentional discrimination in employment.

42 U.S.C. Section 2000d et seq. - Title VI of the Civil Rights Act of 1964, prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on grounds of race, color, or national origin.

42 U.S.C. Section 2000e et seq. - Title VII of the Civil Rights Act of 1964, as amended, prohibiting employment discrimination on the basis of race, color, religion, national origin and sex.

42 U.S.C. Section 3601 et seq. - Title VIII of the Civil Rights Act of 1968, as amended, prohibiting discriminatory housing on the basis of race, color, religion, sex, national origin, disability and familial status, specifically provides for fair housing throughout the United States.

42 U.S.C. Section 12101 et seq. - Americans with Disabilities Act (ADA) of 1990, prohibiting discrimination on the basis of disability in employment, public accommodations, public services and telecommunications.

FEDERAL REGULATIONS:

12 CFR Part 202.1 et seq. - Equal Credit Opportunity Regulations

28 CFR Part 36 - Regulations on nondiscrimination towards persons with disabilities by public Accommodations and commercial facilities.


29 CFR Part 32 – Non-discrimination in federally assisted programs on the basis of handicap.


29 CFR Part 1602 - EEOC records and reports under Title VII and the ADA

29 CFR Part 1620 – Interpretations of the Equal Pay Act

29 CFR Part 1627 - ADEA records and reports

29 CFR Part 1630 - Equal employment opportunity for individuals with disabilities
31 CFR Part 51 - Nondiscrimination by revenue sharing recipients

41 CFR Part 60-1 - OFCCP regulations

41 CFR Part 60-741 - Affirmative action and non-discrimination regulations pertaining to disabled workers

**FEDERAL GUIDELINES:**

29 CFR Part 1604 - Sex discrimination guidelines

29 CFR Part 1605 - Religious discrimination guidelines

29 CFR Part 1606 - National origin discrimination guidelines

29 CFR Part 1607 - Uniform Guidelines on Employee Selection Procedures

29 CFR Part 1608 - Affirmative action guidelines under Title VII of the Civil Rights Act of 1964

29 CFR Part 1625 – Interpretations of the Age Discrimination in Employment Act (ADEA)

**EXECUTIVE ORDERS:**

Executive Order 10590, President Dwight D. Eisenhower - Establishment of the President’s Committee on Government Employment Policy as amended by EO10722 and superseded by EO 11246


Executive Order 11063 - Establishment of the President’s Committee on Equal Opportunity in housing, amended by EO 12259, repealed in part by EO 12892.

Executive Order 11141 - Declaring a public policy against age discrimination

Executive Order 11246 and Executive Order 11375, President Lyndon B. Johnson - Nondiscrimination in Federal employment by federal contractors on the basis of race, color, religion, sex, and national origin. Amended by Executive Orders 11375, 11478, 12086 and 12107

Executive Order 11625 – Prescribing additional arrangements for developing and coordinating a national program for Minority Business Enterprises. Amended by Executive Order 12007, continued by Executive Order 11827 and 11948.

Executive Order 12067 - Providing for Coordination of Federal Equal Employment Opportunity Programs. Amended by Executive Order 12107
Executive Order 12138, President Jimmy Carter — Creating a national Women’s Business Enterprise policy and prescribing arrangements for developing, coordinating and implementing a national program for Women’s Business Enterprise. Amended by Executive Order 12608

Executive Order 12190 - Establishment of Advisory Committee on Small and Minority Business Ownership. Continued by Executive Orders 12258, 12399, 12489, 12534, 12610

Executive Order 12259 - Leadership and Coordination of Fair Housing in Federal Programs.

Executive Order 12432 - President Ronald Reagan - Development of Minority Business Enterprises.

Executive Order 12640 - Re-establishment of the President’s Committee on Employment of People with Disabilities, See also EO10555.

Executive Order 12898, President William Clinton - Environmental Justice
SECTION 2
INTERNAL COMMUNICATION
(Section 46a-68-79)

In compliance with Section 46a-68-79, Middlesex Community College maintained a consistent and focused approach to communicating the Policy on Affirmative Action internally to all members of the College community.

Subsection (a)
The CSCU Affirmative Action and Equal Employment Opportunity Policy Statement is prominently displayed and widely disseminated at the College. The policy statement is made available to employees on the College's website (Human Resources section). In addition, the Policy statement was disseminated via email on January 19, 2017, and September 1, 2017, along with a host of other important policies as noted below:

- Affirmative Action Grievance Procedure
- Sexual Misconduct Reporting Support Services and Processes
- Sexual Harassment
- Americans with Disabilities Act
- Reasonable Accommodations of Religious Practices

Moving ahead, these annual policy reminders will be disseminated annually at the beginning of each academic year. The policy is also made available within the Affirmative Action Plan in hard copy format, which is located in several areas across campus. In July of 2016 College employees were notified of the approval of the Affirmative Action Plan (covering a one year period between January 2015 and December 2015) and its placement in various locations across campus. Employees were invited to review and comment on the plan by submitting comments, questions, and general feedback to the Affirmative Action Officer who was identified by name and address in this noted communication. Despite notification to all College employees inviting comments and feedback on the Affirmative Action Plan, the College received no such comments or feedback during this reporting period.

Subsection (b)
The Affirmative Action Plan was placed in all buildings on campus so as to ensure maximum access for employee review and comment. During this reporting period there were no comments received concerning the Affirmative Action Plan; however, the College understands the requirement to adhere to the State agency retention schedules concerning Affirmative Action related internal communication and will maintain copies of all affirmative action related internal communications and comments received, including the date such communications were received should such communication be submitted in the future.

Subsection (c)
The College is in compliance with education and training requirements for prohibition
against sexual harassment. The College prominently displays the sexual harassment policy and a host of other employment policies on the Human Resources bulletin board and on the Human Resources website. Additionally, annual reminders are sent to all employees as noted in subsection (a). Moreover, given the importance of this subject area, the College invited all employees, to participate in training initiatives around sexual harassment, and sexual assault. The College utilized a combination of an online training system (FirstNet) and in person seminars to ensure training requirements were met.

Further, All new employees participate in a structured orientation program which includes a presentation of several important policies which represent the College's commitment to the principles of equal opportunity and a discrimination free workplace. The policies reviewed include:

- AFFIRMATIVE ACTION/EO
- AFFIRMATIVE ACTION GRIEVANCE PROCEDURE
- ADA
- ETHICS
- FACULTY CONSULTING AND RESEARCH
- NEPOTISM
- CONSENSUAL RELATIONSHIPS
- REPORTING SUSPECTED ABUSE OR NEGLECT OF A CHILD
- PRE EMPLOYMENT BACKGROUND VERIFICATION
- SEXUAL MISCONDUCT REPORTING
- UNIVERSITY AND COLLEGE PRESIDENTIAL SEARCH
- COLLEGE CLOSINGS/DELAYS/EARLY RELEASES
- SEXUAL HARASSMENT
- VIOLENCE PREVENTION AND RESPONSE
- INFORMATION TECHNOLOGY POLICIES

New employees are provided with hard copies of these policies and are notified that the policies are also available on the Human Resources website. New employees during this reporting period were also required to participate in the same sexual harassment and sexual assault training that was required of the rest of the workforce.

In total, 40 employees participated in the employer sponsored training on sexual harassment; 31 employees participated in the employer sponsored training on Title IX; and 83 employees participated in additional Title IX employer sponsored training called "Not Anymore." "Not Anymore" is an interactive online sexual assault prevention program designed to prevent sexual assault, dating and domestic violence and stalking.

Diversity training was similarly required of new employees. During the reporting period 11 employees were trained in Diversity. Recently, the Department of Administrative Services stopped offering Diversity training which has impeded our ability to offer this training on a regular basis. However, a key group of affirmative action professionals in the CSCU system are currently in the discussion and planning phases of developing a system –
wide sexual harassment and diversity training program that will be regularly offered to all College employees. It is our hope that in the next affirmative action plan we will be able to report on this exciting new training program.

In addition, the College further demonstrates its’ commitment to Diversity through other campus wide programs, including Courageous Conversations forums and Library Displays geared towards diversity.

**Subsection (d)**

On July 15, 2016 notice was distributed to all employees notifying them the College’s Affirmative Action Plan had been approved. This notice provided all employees with an open window to review the plan and provide input, comments, suggestions, pose questions or provide general feedback to the College’s Affirmative Action Officer in writing. During this reporting period no employees submitted comments and thus there have been no changes to the current Affirmative Action Plan as a result.

For the purpose of assuring that all employees are aware of The Board of Regents Affirmative Action Policy and equal employment opportunities, announcements about affirmative action topics and activities are made periodically in various College forums including meetings regarding shared governance, and college-wide “Courageous Conversations” forums.

**Activities Undertaken**

The following is a summary description of representative internal communication activities that were undertaken during the reporting period to comply with the provisions of this section.

- Notification was sent to all employees on July 15, 2016 advising employees that the Affirmative Action Plan covering the period of January 1, 2015 through December 31, 2015 was approved by the Commission on Human Rights and Opportunities and that the plan was made available in several locations throughout the College for review. This notification invited employees to review and submit comments and feedback to the Affirmative Action Officer and that such communications may influence the preparation of the current Affirmative Action Plan, which was to cover the reporting period of January 1, 2016 through December 31, 2017.

- Annual policy reminders were sent to all employees on January 19, 2017 and September 1, 2017 concerning the CSCU Affirmative Action and Equal Employment Opportunity Policy Statement along with several other important Equal Employment and workplace discrimination policies.

- All position announcements are disseminated via email to all College employees. These position announcements note that Middlesex
Community College is an Affirmative Action/Equal Opportunity Employer, and that M/F Protected Group Members are strongly encouraged to apply.

- Announcements concerning College activities relating to affirmative action are sent to all staff, who are encouraged to attend. These activities include “Courageous Conversations” and Library displays. During this reporting period, topics covered in Library displays included:
  Black History Month, National Women’s History Month, Asian Art, Mental Health Month, LGBT Month, Hispanic Heritage Month, National Disability Month, Ghandi, National American Indian Month, Veteran’s Day, Holidays of Different Cultures, Martin Luther King Day, Chinese New Year, Ally Week.

  Topics covered during campus-wide “Courageous Conversations” included:
  King’s Overlooked Legacy, Freedom of Speech, Does My Vote Really Count, The Road Ahead – United or Divided, Could Colleges Become Sanctuaries for Undocumented Students, I March Because, Confronting Islamophobia on Campus, You Ask, We Speak - LGBTIQ, Race- Social Justice and Community Policing.

- Affirmative Action and Sexual Harassment Policy Statements are also posted on the bulletin boards in prominent areas throughout the College and are a mainstay on the Human Resources website.
To: All Staff

From: Anastasia Pych, Director of Human Resources/EEO Officer

Re: Affirmative Action Plan

Date: July 15, 2016

I am pleased to announce that the College’s Affirmative Action Plan which covers the reporting period of January 1, 2015 through December 31, 2015 was approved by the Connecticut Commission on Human Rights and Opportunities.

The Plan is currently available for staff review and input in Founders Hall, Room 115; Wheaton Hall, Room 313; Snow Hall, Room 508 and Chapman Hall at the Library Circulation Desk.

Comments, questions, and general feedback is welcome and must be received by the College’s Equal Employment Opportunity Officer in writing. Please address all related communications concerning the Affirmative Action Plan to me at:

Anastasia Pych
Director of Human Resources/EEO Officer
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Communications regarding the Affirmative Action Plan will be maintained on file in the Human Resources Office; and may influence the development of the succeeding Affirmative Action Plan. Our next filing date is April 30, 2018, and will cover the reporting period of January 1, 2016 through December 31, 2017.
From: Pych, Anastasia  
Sent: Friday, September 01, 2017 3:08 PM  
To: MX-Employees  
Subject: Policy Reminders  

Dear Colleagues:

As part of the College's effort to keep employees apprised of College, System Office, and State-wide policies, I am including the following referenced documents for your review and awareness. Questions concerning these policies may be directed to me.

1. Affirmative Action and Equal Employment Opportunity Statement  
2. Affirmative Action Grievance Procedure  
3. Sexual Misconduct Reporting, Support Services and Processes Policy  
4. Policy Against Sexual Harassment  
5. Policy on Violence Prevention and Response  
6. Americans With Disabilities Act (ADA) Policy Statement  
7. Reasonable Accommodation of Religious Practices  
8. Connecticut's Drug Free Workplace Policy

Thank you,  
Anastasia

Anastasia Pych  
Director of Human Resources  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
860-343-5870 (fax)  
860-343-5751 (ph)
Please see attached annual policy reminders. All of these policies as well as a host of others are located on the NEW and IMPROVED HR website. The HR Website has been updated to function as a one-stop location for most of your HR needs. In addition to these policies, you will find information on health and retirement benefits, various forms (payroll, FMLA, VSRP, Dual Employment), and job openings, as well as other useful information.


Take a look at the new site and let us know if you have any suggestions for additional improvements.

http://mxcc.edu/human-resources/

Thanks,
Anastasia

Anastasia Pych
Director of Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
860-343-5870 (fax)
860-343-5751 (ph)
BOARD OF REGENTS FOR HIGHER EDUCATION
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

As the statewide policy making authority for public higher education in Connecticut, the Board of Regents for Higher Education is committed to leading, by example, in the areas of equal employment opportunity and affirmative action. Additionally, the Board of Regents has been charged by state statutes to promote representative racial and ethnic diversity among the students, faculty, administrators and staff at public institutions of higher education. The Board of Regents for Higher Education’s policies also advance compliance with Title IX requirements and the Americans with Disabilities Act (ADA) at all Connecticut State Colleges and Universities. Equal employment opportunity and affirmative action are essential to achieving higher education’s goals of academic excellence and equity.

The Board of Regents for Higher Education recognizes that affirmative action is positive action undertaken with diligence and conviction to:

Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and;

Achieve the full and fair participation of all protected class members found to be underutilized in the workplace, or adversely impacted by policies or practices.

The Board of Regents for Higher Education deems equal employment opportunity to be the education or employment of individuals without consideration of race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of a mental disability), gender identity or expression, sexual orientation, transgender status, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The Board will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the Board of Regents for Higher Education will not unlawfully discriminate against persons with a prior criminal conviction. Equal opportunity is the purpose and goal of affirmative action.

It is the policy of the Board of Regents for Higher Education to administer all personnel policies in manners that insure that there is no discrimination based upon race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of a mental disability), gender identity or expression, genetic information, sexual orientation, transgender status, criminal record, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification or other factors which cannot lawfully be the basis for employment actions.

The Board’s personnel policies involve employment applications, job qualifications, job specifications, recruitment practices, job structuring, orientation, training, counseling, grievance procedures, evaluation procedures, layoffs and terminations.
To ensure the full and fair participation of protected group members in the employment process the Manager of Diversity and Inclusion shall be consulted and shall monitor the complete employment process. In addition, the Manager of Diversity and Inclusion has sign off responsibilities in all aspects of the staff recruitment and selection process.

The Board of Regents for Higher Education recognizes the hiring difficulties experienced by persons with disabilities and by many older persons. If necessary, the Board shall establish program goals within the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair participation of such persons in the workforce.

The Board of Regents for Higher Education shall explore alternative approaches wherever personnel practices have a negative impact on protected classes and establish procedures for the extra effort deemed necessary to assure that the recruitment and hiring of protected group members reflect their availability in the job market. To this end, the Board of Regents for Higher Education shall continuously review its personnel policies and procedures to ensure that barriers that unnecessarily exclude protected classes and practices that have a discriminatory impact are identified and eliminated. Recognizing that there are residual effects of past discrimination, the Board of Regents for Higher Education pledges not only to provide services in a fair and impartial manner, but also establish, through this policy, affirmative action and equal opportunity as immediate and necessary Board objectives.

The Board of Regents for Higher Education is committed to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner. The Board of Regents for Higher Education has an internal complaint procedure and system to process and resolve grievances.

Mark Ojakian, the President for the Board of Regents for Higher Education, is committed to successfully implementing the Affirmative Action Plan and goals within timetables set forth. The President assures that all employees, especially managers and professionals, understand the policies and their responsibilities for implementing such and take positive steps to ensure compliance with the Affirmative Action Plan, AA/EEO, Americans with Disabilities Act (ADA) and Title IX policies, procedures and programs.

Leah Glende, Manager of Diversity and Inclusion is the appointed Equal Employment Opportunity Officer for the Board of Regents for Higher Education and reports directly to the President regarding all AA/EEO, diversity, inclusion, ADA and Title IX matters. The Affirmative Action Plan is available to all members of the workforce through the Human Resources Office which is located at 61 Woodland Street, Hartford, CT 06105. Ms. Glende can be reached by telephone at (860) 723-0727 or by email at glended@ct.edu.

Mark Ojakian
President
The following procedures have been developed to address Discrimination, Sexual Harassment and Sexual Orientation. These procedures are designed to ensure fair consideration of any complaints related to discrimination, sexual harassment or sexual orientation.

**Discrimination Policy & Procedure**

The Board of Regents for Higher Education has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. In this connection, the Board expressly prohibits any form of unlawful employee harassment based on race, color, religious creed, sex, gender identity or expression, national origin, ancestry, age, sexual orientation, physical disability, learning disability, genetic background information, intellectual disability, past or present history of mental disorder, status as a Vietnam-era or special disabled veteran or status in any group protected by state or local law (including marital status). Improper interference with the ability of Board employees to perform their expected job duties will not be tolerated.

The following procedure provides confidential counseling and is completely independent of any other grievance procedure presently in place. It is for the purpose of resolving employee allegations of discrimination at the Board of Regents for Higher Education in an expeditious and informal manner.

This procedure, or submission of a complaint to this procedure, in no way precludes the submission of a complaint of a discriminatory nature to the Connecticut Commission on Human Rights and Opportunities, the United State Equal Employment Opportunity Commission, the United States Department of Labor (Wage and Hour Division), or any other agency (state, federal or local) that enforces laws concerning discrimination in employment. Nor, does the establishment of this procedure foreclose any other legal options available to the employee.

Violation of this policy may be grounds for disciplinary action, up to and including dismissal from State Service.

**Definition/Legal Basis**

*Race, Color, Religious Creed, Sex or National Origin*

Title VII of the Civil Rights Act of 1964 (as amended) and Executive Order 11246 (as amended) prohibit discrimination in employment against any person (e.g. applicants and employees) on the basis of race, color, religious creed, sex or national origin.

*Age*

The Age Discrimination in Employment Act of 1967 (ADEA), (as amended) prohibits discrimination in employment on the basis of age against any person (e.g. applicants and employees) age forty (40) or older. Connecticut Sec. 46a-60 prohibits discrimination based on age and protects any worker eighteen (18) years of age or older.
Disability
The Rehabilitation Act of 1973 defines 'disabled individual' as any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of impairment, or is regarded as having such impairment. Section 7(b) of the Rehabilitation Act addresses drug and alcohol abuse, noting that the definition of 'disabled individual' does not include any individual who is 'an alcoholic or a drug abuser whose current use of alcohol or drugs prevents such an individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to the property or the safety of others.

Persons with disability are defined in the Connecticut General Statutes Sec. 46a-8 as "any person who has a physical, mental, emotional, or other disability or dysfunction which constitutes a significant obstacle to such person's ability to function normally in society and includes those persons defined as developmentally disabled under Public law 94-103 and any amendments thereto." Physically disabled is defined under Connecticut General Statutes Sec. 46a-51(15) as "any individual who has any chronic physical handicap, infirmity or impairment, whether congenital or resulting from bodily injury, organic processes or changes from illness, including, but not limited to, epilepsy, deafness or hearing impairment or reliance on a wheelchair or other remedial appliance or device." Learning disability is defined in the Connecticut General Statutes Sec. 46a-51(19) as "an individual who exhibits a severe discrepancy between educational performance and measured intellectual ability and who exhibits a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in a diminished ability to listen, speak, read, write, spell or to do mathematical calculations."

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against qualified individuals with disabilities. The ADA covers not only individuals who have disabilities, who have records of disabilities, or who are perceived as having disabilities, but also individuals related to, or associated with, persons who fit into one of these categories.

Status as a Vietnam-era or Special Disabled Veteran
The Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) defines Vietnam-era veteran as an eligible veteran any part of whose active military, naval, or air service was during the Vietnam era (between August 5, 1964, and May 7, 1975). To be an eligible veteran, a person must have served on active duty for a period of more than one hundred eighty (180) days and have been discharged or released therefrom with other than a dishonorable discharge or have been discharged or released from active duty because of a service connected disability.

VEVRAA defines a special disabled veteran as:

a. A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veteran's Administration for a disability rated at thirty (30) percent or more, or rated at ten (10) or twenty (20) percent in the case of a veteran who has been determined to have a serious employment handicap; or

b. A person who was discharged or released from active duty because of a service-connected disability.
Resolution - Time Constraints
The Affirmative Action Officer will resolve any alleged discrimination or unfair employment practice within ninety (90) calendar days after the receipt of a written complaint.

Records Retention
All records relevant to employee grievances including counseling sessions and informal allegations which result in complaints to enforcement agencies, are maintained, regularly, reviewed and reported on by the agency Affirmative Action Officer/Designee in the Affirmative Action Plan.

Training/Notification
The Board of Regents for Higher Education will obtain/provide periodic training in counseling and grievance investigations for agency managers and supervisors.

Procedure for Handling and Investigating Discrimination Complaints
If you feel you have been a victim of discrimination please follow the following procedures:

1. Complainant requests a confidential meeting with the Affirmative Action Officer/Designee. The Affirmative Action Officer/Designee will advise the complainant of his or her rights in accordance with relevant laws and propose possible remedies.

2. If the complainant is unsatisfied with any of the possible remedies or if a remedy is not readily available the Complainant then has the right to file a written complaint with the assistance of the Affirmative Action Officer/Designee. The written complaint must be filed on the complaint form provided by the Employee Relations Office and include the following [please note all grievances should be submitted within thirty (30) days of the alleged discriminatory treatment]:

   a. Complainant’s name
   b. Work telephone number
   c. Job title
   d. Supervisor’s name
   e. Supervisor’s Title
   f. Complainant’s home address
   g. Complainant’s home telephone number
   h. Name of individual against whom the complaint is filed
   i. The nature of the complaint
   j. A description of the alleged act (s) of discrimination
   k. The date(s) the act (s) took place
   l. The date the complaint was filed
   m. The complainant’s signature

3. The Affirmative Action Officer/Designee will notify the accused party of the particulars of the complaint within seven (7) calendar days after receipt of the written complaint.
4. Upon the filing of a complaint, the Affirmative Action Officer/Designee will conduct an investigation of the complaint. Within thirty (30) calendar days from the filing of the complaint, the Affirmative Action Officer/Designee will provide a written report to the Complainant, the Accused, the President and/or a Designee as appropriate. If there is evidence that indicates the Complainant was discriminated against, the parties shall endeavor to resolve the matter within thirty (30) calendar days and/or an administrative action (e.g. discipline up to and including dismissal from State service) will be applied to the ‘harasser’. If the endeavors at mediation are successful, a written agreement will be prepared for signature (by the Complainant, the Accused and the Affirmative Action Officer/Designee).

5. If there is no evidence of discrimination, the Affirmative Action Officer/Designee will advise the parties involved and dismiss the complaint.

6. If the complainant does not agree with the findings made in the investigation, he/she may appeal for review and reconsideration by the President. Any such appeal must be in writing and be filed within ten (10) calendar days from the date of the written report of the findings and must include specific information or evidence in support of the appeal. The President will advise the Complainant in writing within fourteen (14) calendar days of receipt of the appeal as to his or her choice of action on the matter.

**Retaliation for Discrimination Complaints**

Retaliation for having filed or participated in a complaint or investigation of discrimination is presumptive employment discrimination in violation of the law and as such will not be tolerated.

**Definition of Retaliation**

Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with an employee because that employee has complained about or resisted harassment, discrimination or retaliation.

Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy. If you feel you have been the subject of retaliation for having filed or taken part in a discriminatory complaint/investigation please contact the Affirmative Action Officer/Designee immediately.

**Sexual Harassment Policy & Procedure**

It is the policy of the Board of Regents of Higher Education to prohibit harassment of one employee by another or supervisor on the basis of sex. The purpose of this policy is not to regulate our employees’ personal morality; rather it is to assure that no employee harasses another on the basis of sex. In this regard, sexually offensive activity will not be tolerated.

Violations of the policy may be grounds for disciplinary action, up to and including dismissal from State Service.
Definition
Sexual harassment is a form of sex discrimination that is prohibited under both Connecticut law and Title VII of the Federal Civil Rights Act of 1964. See C.G.S. 46a-60(a) (8) and 29 C.F.R. 1604.11.

"Sexual harassment" is defined under Connecticut law as: 'any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (A) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (B) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (C) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.'

The Connecticut Courts have distinguished two general categories of sexually harassing behavior: Quid Pro Quo and Hostile Work Environment. The following are descriptions of conduct which constitute each category and are prohibited by this policy.

Quid Pro Quo (literally "this for that")
Quid Pro Quo sexual harassment occurs when an economic or job benefit is conditioned upon the granting of sexual favors. It may also occur when an employee is punished for failing to grant sexual favors in the workplace.

In a Quid Pro Quo case, the sexual overture or conduct is generally clear: for example, the supervisor demands that an employee go out with him or her in exchange for a promotion. Title VII is violated if the employee's response to such an overture is used as the basis for an employment decision affecting the employee.

Quid Pro Quo harassment may be based on a single incident.

Hostile Work Environment
Sexual harassment may also occur when there is unwanted sexual conduct that creates an intimidating, hostile or offensive work environment, or that has the effect of unreasonably interfering with an individual's work performance. It is not necessarily to show a direct and tangible job or economic loss. This type of claim can be brought against anyone in the workplace, whether it is a supervisor or a coworker.

Conduct that will be considered a violation of this policy includes, but is not limited to the following:

a. Verbal - includes sexual innuendoes, suggestive comments, insults, jokes of a sexual nature, sexual propositions and threats.

b. Non-verbal - includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling and obscene gestures.

c. Physical - unwanted physical contact, including touching, patting, grabbing, pinching, brushing the body, massaging, coerced sexual intercourse, rape, molestation, sexual assault and battery.
d. Any other unwelcome conduct of a sexual nature.

Procedure for Handling and Investigating Sexual Harassment Complaints
If you feel you have been a victim of sexual harassment please follow the following procedures:

1. You should ask to review your personnel file and job evaluations. Obtain copies of anything concerning your work performance. Also, review your job description. Taking these steps may seem unnecessary, but they may protect you against retaliation in the future. Keep a record of the incidents of sexual harassment. Write down the details of the incident: the date, time and location, the names of any witnesses and your response. Include also any notes, letters, pictures, etc. Keep the records in a safe place.

2. Confront the harasser(s) in a professional manner if possible and make your feelings about the situation known. Two (2) ways to do that are: Tell the person harassing you that you are offended and be specific about the behavior that upsets you. Make it clear that you want the situation to stop; Write a letter to the harasser describing the specific behavior you object to, your feelings about the harassment and how it has affected you. Demand that the behavior stop immediately. The letter may be delivered by certified mail (return receipt requested) or you can deliver it in person, accompanied by a witness. Keep a copy of the letter.

4. If the harassment continues even after you have confronted the harasser(s) or if the direct confrontation and letter is not an appropriate way to deal with the problem, report the alleged act to your supervisor or the Affirmative Action Officer/Designee. [Please note: You may go directly to the Affirmative Action Officer/Designee in the event your supervisor is the one harassing you or if you feel more comfortable going to the Affirmative Action Officer/Designee.]

5. The supervisor will contact the Affirmative Action Officer/Designee and will also refer the victim to the Affirmative Action Officer. The Affirmative Action Officer/Designee shall receive both written and verbal complaints and may assist the complainant in preparing a statement of allegations. Anonymous complaints may also be investigated.

6. Within five (5) days of receiving a formal complaint of sexual harassment, the alleged harasser shall be called to the Employee Relations Office and will be presented with a copy of the complaint. The individual has the right to union representation or other representation at this meeting (so long as bargaining unit members have signed a waiver of union representation) and shall be given an opportunity to respond to the charges alleged in the complaint.

7. All complaints will be investigated expeditiously by the Affirmative Action Officer/Designee.

8. Discipline will be applied if a violation of this policy is found to have occurred.

When a complaint is made the Affirmative Action Officer/Designee will have the duty of immediately bringing all sexual harassment and retaliation complaints to the confidential attention of the President.

Retaliation for Sexual Harassment Complaints
Retaliation for having filed or participated in a complaint or investigation of sexual harassment will not be tolerated.
Definition of Retaliation
Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with an employee because that employee has complained about or resisted harassment, discrimination or retaliation.

Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy.

Please note: Harassment on the basis of race, color, religious creed, age, sex, national origin, marital status, gender identity or expression, sexual orientation, learning disability, physical disability or blindness, present or past history or mental disability, intellectual disability, genetic information, and criminal record history or status in any group protected by state or local law and status as a Vietnam-era or special disabled veteran or status in any group protected by state or federal law is prohibited.

Records of Complaints and Confidentiality
All records associated with complaints will be maintained in the Employee Relations Office. Records must be forwarded to the Employee Relations Office immediately following the conclusion of the investigation of a complaint.

All complaints and resulting documents will be held in strict confidence to the extent possible. Anyone involved in the intake, investigation, discipline and outcome of a complaint will be disciplined as appropriate for failing to protect the confidentiality of all involved in the investigation and outcome of a complaint.
Sexual Orientation Policy & Procedure

All employees are prohibited from discriminating against another employee or agent of the Board of Regents for Higher Education on the basis of his/her sexual orientation, in accordance with Connecticut General Statutes, Section 46a-81c.

For purposes of this policy, "sexual orientation" means having a preference for heterosexuality, homosexuality, or bisexuality; having a history of such preference; or being identified with such preference.

The following shall be considered a discriminatory practice in violation of this policy and Connecticut General Statutes, Section 46a-81c: If an employer, except in the case of a bona fide occupational qualification or need, refuses to hire, or employ, or to bar or to discharge from employment any individual; or to discriminate against him/her in compensation or in terms, conditions, or privileges of employment because of the individual's sexual orientation. If any person, employer, employment agency or labor organization, except in the case of bona fide occupational qualification or need, advertises employment opportunities in a manner that restricts such employment so as to discriminate against individuals because of their sexual orientation.

Nothing in this policy shall be deemed or construed to mean that the Board of Regents for Higher Education authorizes or permits the use of numerical goals or quota, or other types of affirmative action programs, with respect to homosexuality or bisexuality in the administration of this policy.

Procedure

Any employee who feels that he or she is the victim of discrimination based on his or her sexual orientation may file a written complaint with the Employee Relations Office.
ITEM
The Board of Regents for Higher Education replaces its' a policy regarding "Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy" by adopting the "Sexual Misconduct Reporting, Support Services and Processes Policy" which shall be applicable to each of the Connecticut State Colleges and Universities.

BACKGROUND
Although the Board approved the Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy in March 2013, it was understood that the Connecticut State Legislature and federal sources were developing additional requirements. The resolution underlying the adoption of the policy included a provision that the policy would be reviewed and revised in the fall of 2014 so that it would remain consistent with the law. Consequently, the attached re-titled policy is an updated version of the policy reviewed and approved by the Board in March 2014.

ANALYSIS
In accordance with the new provisions and greater clarity of the issues and their impact upon the colleges and universities, this policy has been re-titled so that it reflects its purpose of outlining not only the statement of the board policy, but also describe the services and processes to which the institutions must adhere. Revisions to the policy clarify that reported victims are encouraged to report and that employees must report disclosures of sexual misconduct. Terms and usage are more central to the operation of the document, and certain definitions have been revised and expanded, i.e. consent, stalking and sexual harassment. Stalking and dating violence are included under the provisions of sexual misconduct. The section regarding confidentiality has also been revised so that readers will understand who can keep reports confidential and who cannot. This revised policy also specifically addresses employees who may report sexual misconduct.

RECOMMENDATION
That the Board of Regents for Higher Education to rescind the policy regarding "Sexual Misconduct, Sexual Assault, and Sexual Intimate Partner Violence" by adopting the Sexual Misconduct reporting, Support Services and Processes Policy.
CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

Policy Regarding

Sexual Misconduct Reporting, Support Services and Processes Policy

January 15, 2015

WHEREAS, The Board of Regents in accord with the Connecticut State Colleges and Universities comprised of seventeen institution and a System Office, is committed to ensuring that each member of every BOR governed college or university community has the opportunity to participate fully in the process of education and development; and

WHEREAS, The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and relationship violence; and

WHEREAS, The Board of Regents for Higher Education adopted policy regarding “Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy” on March 13, 2014; and

WHEREAS, Public Act 14-11 An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus and the federal Campus Sexual Assault Violence Elimination Act imposed new requirements on colleges and universities to address sexual violence on campuses; and

WHEREAS, The Board of Regents consistent with the goal providing safe environments at all of its campuses for all who frequent them, has reviewed its policy regarding “Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy” and revised the policy so that it is consistent with the law, therefore be it

RESOLVED, That the Board of Regents formally reenacts the “Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy” dated March 13, 2014 and adopts the “Sexual Misconduct Reporting, Support Services and Processes Policy” in substitution.

A True Copy:

Erin A. Fitzgerald, Secretary of the
CT Board of Regents for Higher Education
Board of Regents for Higher Education  
Connecticut State Colleges and Universities  
Policy Regarding  

Sexual Misconduct Reporting, Support Services and Processes Policy  

Statement of Policy  
The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution’s designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff, faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

Terms and Usage  
Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent cannot be assumed because there is no physical resistance or other negative response. A person who initially consents
to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.”

**Sexual misconduct** includes engaging in any of the following behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual’s dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent:

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to this level of sexual exploitation include:
• Prostitutiong another person;
• Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
• Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such image or information;
• Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
• Engaging in non-consensual voyeurism;
• Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
• Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
• Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) Intimate partner, domestic and/or dating violence means any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threats.
- Emotional abuse includes but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.
(e) **Stalking**, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

**Confidentiality**

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

**Mandated Reporting by College and University Employees**
Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution’s designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim. A disclosure is the receipt of any communication of an incident of sexual misconduct not accompanied by a request for an investigation or adjudication by the institution. A report of sexual misconduct, on the other hand, is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution. Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Those Who Report
Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus’s Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Options for Changing Academic, Housing, Transportation and Working Arrangements
The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services Contact Information
It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

**Right to Notify Law Enforcement & Seek Protective and Other Orders**

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

1. notify law enforcement and receive assistance from campus authorities in making the notification; and,

2. obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
   - □ standing criminal protective orders;
   - □ protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
   - □ temporary restraining orders or protective orders prohibiting the harassment of a witness;
   - □ family violence protective orders.

**Employee Conduct Procedures**

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee’s classification of employment.

**Student Conduct Procedures**

The [Student Code of Conduct](#) provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an
advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

Dissemination of this Policy
Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution’s website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.
MIDDLESEX COMMUNITY COLLEGE
AMERICANS WITH DISABILITIES ACT (ADA)
POLICY STATEMENT

Middlesex Community College does not discriminate on the basis of disability in the administration of, or access to, its programs, services or activities. Under this policy, a person with a disability is defined as “a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment.”

As President, I have designated the following individual to coordinate the university’s compliance with the non-discrimination requirements of Section 35.1067 of the Department of Justice regulations:

Anastasia Pych, Director of Human Resources and Labor Relations
Telephone Number: 860-343-5751
Email Address: apych@mxcc.edu

Should you wish to notify us of barriers that may exist in equal access to any program, service, or activity offered by the College or to obtain information regarding the provisions of the Americans with Disabilities Act and your rights, you are encouraged to contact the ADA Coordinator listed above. If you feel that you need a reasonable accommodation as a result of your disability to allow you to perform the essential functions of your position, please follow the attached ADA procedure for requesting a reasonable accommodation.

______________________________  ___________________________
Dr. Steven Minkler, Lead Campus Administrator  September 1, 2017
Date
PROCEDURE FOR REQUESTING REASONABLE ACCOMMODATION
UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 requires employers to provide "reasonable accommodation" to qualified individuals with disabilities who are employees or applicants unless to do so would cause an "undue hardship." The term reasonable accommodation generally is any change in the work environment or in the way things are customarily done that enables a disabled employee to enjoy equal employment opportunities. The College must analyze each request for accommodation on a case-by-case basis and make a good faith effort to reasonably accommodate a qualified employee or applicant with a disability.

As a general rule, the individual with a disability must inform the employer that an accommodation is needed since employers are only obligated to provide reasonable accommodation of known disabilities. Under the ADA, the employer and the employee must engage in an informal interactive process to clarify what the individual needs and identify the effective reasonable accommodation. The employer may ask questions about the nature of the disability and the individual's functional limitations in order to identify an effective accommodation. Further, if the disability and/or need for an accommodation are not obvious, the employer may ask for more information including documentation to establish that the person has a disability and that it necessitates a reasonable accommodation. At its discretion, the College may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional.

The employer is not required to provide the reasonable accommodation that the individual requests. Rather, the employer may choose among reasonable accommodations as long as the chosen accommodation is "effective," i.e., it would remove a workplace barrier, thereby providing the individual with an opportunity to perform the essential functions of the position. The employer may choose a less expensive or burdensome accommodation among available effective reasonable accommodations.

REASONABLE ACCOMMODATION PROCESS

1. Initiation of the Request for Reasonable Accommodation

In order for the College to analyze each request for accommodation, the requesting employee or job applicant should complete the attached two forms, the "Reasonable Accommodation Request Form," and the "Health Care Provider Release Form." When deemed necessary by the College, the employee or job applicant must provide current documentation from a health care provider regarding the nature of the disability and need for accommodation.

The employee/job applicant seeking a reasonable accommodation must complete these forms and provide them directly to the College's ADA Coordinator:

Anastasia Pych, Director of Human Resources and Labor Relations
Telephone Number: 860-343-5751
Email Address: apych@mxcc.edu

The request for accommodation should include current documentation from a health care provider (if required by the College) that:

Issued by CSCU System Office 03/20/2015
• States the nature of the disability in order to establish that the individual has a mental or physical impairment that substantially limits a major life activity, has a record of such an impairment, or is regarded as having such an impairment.
• Explains the functional limitations the employee has as a result of their disability as it relates to the job duties.
• Suggests accommodations that would remove the barriers to the employee/applicant's ability to perform the essential functions of the job.

2. Essential Job Function Analysis Conducted by the College and Determination of the Request For Reasonable Accommodation

The ADA Coordinator will contact the Department or Unit and conduct an essential job function analysis. The College retains the right to establish the essential job functions of the position for which a request for accommodation has been made.

After the above information has been received, the following steps will be taken:

• A review by a College-designated health professional may be required to substantiate that the employee has a disability and needs a reasonable accommodation.

• If appropriate, a meeting may be held with the employee, ADA Coordinator, and management/supervisory personnel from the department to discuss the employee's limitations as they relate to the essential functions of the job and to discuss various options in regard to accommodating the employee.

• The College Administration retains discretion to select an accommodation which is deemed to be effective in removing the workplace barrier that is impeding the individual with a disability giving due consideration to the preferences of the employee or applicant.

Any questions regarding this process should be directed to the College's ADA Coordinator.

[References: 42 U.S.C. §12101 et seq; .29 C.F.R. § 1630.9]

Complaint Procedure

For complaints of alleged violations of the Americans with Disabilities Act, employees should refer to the College's internal complaint procedure as contained in the College’s Affirmative Action Plan.
CONFIDENTIAL

REASONABLE ACCOMMODATION REQUEST FORM

To be completed by employee or job applicant requesting an accommodation. Send to:

Anastasia Pych, Director of Human Resources and Labor Relations
Telephone Number: 860-343-5751
Email Address: apych@mxcc.edu

This form must be used by college employees and/or applicants for employment who believe they have a disability and wish to request a reasonable accommodation under the Americans with Disabilities Act (ADA) or other applicable State and Federal civil rights laws. By considering this request, the College does not consider or regard the person making the request as having a disability as defined by the ADA, the Connecticut Fair Employment Practices Act, or any other applicable law.

The purpose of this form is to assist the College in determining whether, or to what extent, a reasonable accommodation is appropriate for an employee or applicant for employment. This form must be maintained separately from the employee’s personnel file and is a confidential document.

Fill out all sections that apply to you

Name: _______________________________ Date of Request ________________
Job Title/Classification: __________________ Phone #: __________________
Supervisor’s Name: __________________ Phone #: __________________
Department/Unit: ____________________
If job applicant, for what position are you applying? ______________________

1. Identify the physical and/or mental impairment(s) for which you are requesting an accommodation and expected prognosis/duration of the impairment(s).

2. Explain how the impairment(s) listed in #1 affects your ability to perform the essential function(s) of the job/job applying for.

3. List the accommodation(s) you are requesting.
Medical verification of impairment from my physician or health care provider (check the appropriate box):

[ ] I have enclosed the documentation for this request.

[ ] The disability and the need for reasonable accommodation is obvious and no medical documentation is needed.

Explain:

____________________________________________________________
I, ___________________________________________________________, give ____________________________ Community College permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act of 1990, and all applicable State and Federal laws. I understand that all information obtained during this process will be maintained and used in accordance with the ADA, including its confidentiality requirements.

__________________________________________________________
Signature of Requestor  Date

To Be Completed By the ADA Coordinator
Accommodation Request is: Approved ____ Denied ____ Modified ____ (Explain below)
Comments:

__________________________________________________________
Signature of ADA Coordinator  Date

Reviewed by  Date
(if applicable for the college)

Issued by CSCU System Office  03/20/2015
HEALTH CARE PROVIDER RELEASE FORM

I, ________________ (employee/applicant), give Middlesex Community College permission to contact
(health care provider). I understand the reason for this contact is to advise the College about my
functional abilities and limitations in relation to my job functions. I understand that the College will
provide (health care provider) with specific information about the position, including the essential
functions and specific requirements. All information obtained from employee medical examinations and
inquiries will be job-related and consistent with business necessity. All information obtained will be
maintained and used in accordance with the Americans with Disabilities Act of 1990 confidentiality
requirements, and all other applicable State and Federal laws.

__________________________  ________________
Employee/Applicant Signature   Date

03/20/2015

Issued by CSCU System Office
MEMORANDUM

TO: Middlesex Community College Staff and Faculty

FROM: Dr. Steven Minkler, Dean of Academic Affairs & Lead Campus Administrator

DATE: September 1, 2017

RE: Reasonable Accommodation of Religious Practices

In accordance with provisions of state and federal law, discrimination on the basis of religious belief or practice is prohibited. This includes the obligation to consider requests for accommodation of such practices.

Faculty
Faculty members are required to make prior arrangements with their immediate supervisor for the coverage of any classes that will be missed on account of the faculty member’s absence for religious observance. Arrangements may be made for a substitute teacher, a guest speaker or an alternative assignment that does not require the faculty member to be present. Procedures on class coverage found in Article X, Section 6H of the Congress contract should be followed where applicable; as should the Faculty Absence Procedure outlined in the Faculty Handbook. Typically, it will not be feasible to reschedule a class on account of a faculty member’s religious observance.

Staff
Non-teaching employees must notify their supervisor in advance of their need for time off on account of a religious holiday. The supervisor will grant the request so long as it is timely made and in accordance with procedures that may have been adopted by the College. When a request is granted, it is generally expected that the employee will use personal leave or vacation time to cover the absence from work. Alternatively, an arrangement may be made to make up the missed work or the employee’s work schedule may be modified.

Students
Students have an obligation to notify their instructors in a timely manner regarding anticipated absences for religious observances. Based on procedures adopted by the College, students may be required to request accommodations during the first week of an academic semester or within a prescribed period of time before the anticipated absence. Requests should be made in writing stating the reason for the request, i.e., conflict with scheduled quiz, test, exam, assignment or activity, the religious observance that poses the conflict and the date or dates of such holiday. If an instructor is unfamiliar with a
particular religious holiday, he/she may ask the student for a calendar or other documentation of the religious observance or holiday.

Accommodations for time off can be addressed to your Division Director or Supervisor. Alternatively, Dr. Steven Minkler, Dr. Adrienne Maslin, and Human Resources are available to address any questions or concerns regarding this information.
SAVE THE DATE

COURAGEOUS CONVERSATIONS
FEBRUARY 29TH, 2016
12p.m.-1p.m.
Library Periodical Room

KING’S OVERLOOKED LEGACY: THE 1967 RIVERSIDE CHURCH SPEECH AND ITS AFTERMATH

Rev. Martin Luther King, who so courageously and ably led the civil rights movement, was evolving later in his life. At the April 4, 1967 meeting at Riverside Church, NYC, King spoke out against the Vietnam War and militarism, for which he was criticized. After that, he was also involved in organizing for economic justice, culminating with his death in Memphis, exactly a year later, when he was helping the Memphis sanitation workers organize. That site is now a national civil rights museum. We will discuss what was in his speech, what he did after that, and what this means for today’s struggles!

Moderator: Professor Steve Krevisky

Please join us, bring a friend, and bring your students!

For more information, please contact Judith Felton

Courageous Conversations are sponsored by the Center for Civic Engagement
SAVE THE DATE
MONDAY, MARCH 28TH
COURAGEOUS CONVERSATION
12P.M.-1P.M.
Library Periodical Room

“The one thing that doesn’t abide by majority rule is a person’s conscience.”

In honor of the One Book on the Riverbend (https://onebookriverbend.wordpress.com/) selection “To Kill A Mockingbird”, in memory of Author, Harper Lee, (who passed away just a few weeks ago), and on the eve of the CT Presidential Primary Election, we are using Atticus Finch's final summation in the Tom Robinson trial as a thought starter for our March Courageous Conversation. (See attachment for more information.)

Please join us! Bring your students and bring a friend!

Courageous Conversations are sponsored by the Center for Civic Engagement
SAVE THE DATE

COURAGEOUS CONVERSATIONS

MONDAY, MAY 9TH, 2016

12p.m.-1p.m.

Periodical Room
Library

What’s special about this Courageous Conversation? It will be facilitated by Honors Student, John Cyr.

Topic: "Freedom of Speech On College Campuses"

A discussion on the policies and culture present within American universities which potentially threaten the freedom of speech of both faculty and students. This discussion includes a conversation about the line between hate speech and free speech, speech codes and campus protests. We will also go over current events like “The Chalking” and the SFSU dreadlock incident and how they reflect upon a subsection of culture present within academic institutions.

Please encourage your students to attend. Perhaps this can be a nice extra credit opportunity during finals week. Grab a friend to bring along.
Hello All,

Join us for Courageous Conversations at 12 noon in the Library Periodical Room! We will have a great discussion about a very timely topic! Mark Ojakian, CSCU President, will be our special guest.
Courageous Conversations invites you to participate in our first conversation for the Fall semester. We are honored that Mark Ojakian, President of the Connecticut State Colleges and Universities system, will join our conversation titled,

"Free to Speak/ Obligated to be Responsible:" Campus Discourse, Democracy and Safe Spaces

We will address the following questions:

What does it mean to have freedom of speech?
Why do we, in the U.S., value it so highly?
Should we care about civil discourse?
Does the freedom of speech carry with it any personal responsibility?

Date: Monday, September 26, 2016
Time: 12:00 – 1:00 pm
Meeting Place: Library Periodical Room
Attendance is open to the public

Yours in Service,
Jaime

Jaime Flores
Hello All,

Please join us for our next Courageous Conversations titled, “Does My Vote Really Count?”

It will be a conversation you will not want to miss, especially with respect to this election season.
Courageous Conversations invites you to participate in our second conversation titled:

**Does My Vote Really Count?**

For the past three decades voters have been disproportionately of higher income, older or more partisan in their interests. Parallel to participation gaps are widening gaps in wealth, reduced opportunity for youth and frustration with the polarization in politics. How would our world be different if everyone participated? Who votes has a powerful impact on public policy and government. Then why is there so many who do not participate in the voting process? Together let's talk about the voting process and how we can engage more citizens to participate.

**Date:** Monday, October 31, 2016  
**Time:** 12:00 - 1:00 pm  
**Meeting Place:** Library Periodical Room

Attendance is open to the public
Hello Colleagues,

We have the third installment of our Fall Courageous Conversations on Monday, November 28.

I think you will find the topic to be well worth your time. Bring your lunch. You do not want to miss this conversation!

Faculty: Encourage your students to come.
Courageous Conversations invites you to participate in our third conversation titled:

The Road Ahead: United or Divided?

The tumultuous campaign season has ended, and the newly elected 45th President of the United States will be preparing for the Inauguration. As our complex society faces the challenges that lie ahead for the nation, we must wonder if our leaders will remember the words of President Lyndon B. Johnson, when he said, “Yesterday is not ours to recover, but tomorrow is ours to win or lose.”

Date: Monday, November 28, 2016
Time: 12:00 - 1:00 pm
Meeting Place: Library Periodical Room

Attendance is open to the public.
Hello Colleagues,

Our first Courageous Conversations for the Spring 2017 semester will be held on Monday, January 30 from 12:30-1:20 in the Library Periodical Room.

Join us on what will be a provocative dialogue!

Faculty: Encourage your students to come.
Courageous Conversations invites you to participate in our first Spring 2017 conversation titled:

**Could Colleges Become Sanctuaries for Undocumented Students?**

A sanctuary campus is any college or university that adopts policies to protect students who are undocumented immigrants. College campuses have become new battlegrounds over immigration. Student protests have picked up after the election of Donald Trump, who's said that deporting millions of undocumented immigrants will be a top priority of his administration.

Date: Monday, January 30, 2017
Time: 12:30 - 1:20 pm
Meeting Place: Library Periodical Room
Attendance is open to the public
Hello Colleagues,

Our third Courageous Conversations for the Spring 2017 semester will be held on Monday, March 27 from 12:30-1:20 in the Library Periodical Room.

Join us on what will be a provocative dialogue!

Faculty: Encourage your students to come.
Two years ago, Courageous Conversations began during the month of March. In celebration of this important milestone, we are revisiting our first conversation titled, "I March Because..." inspired by the film Selma.

Join us for a reflective time to tell us why you march... Why all lives matter... and why we need to remember those who struggled, sacrificed, and lost their lives in the name of securing equal rights for African-Americans and all people of color.

Date: Monday, March 27
Time: 12:30 - 1:20 pm
Meeting Place: Library Periodical Room

Attendance is open to the public
Hello Colleagues,

Join us for our last Courageous Conversations for the Spring semester.
Confronting Islamophobia on Campus

Following the attacks of 9/11, aggression and violence against Muslims (and targets perceived to be Muslim) increased at alarming levels. We now see history repeating itself. And, college campuses are not immune. Reports of violence, threats of violence and micro-aggressive behaviors have been heard at campuses across the country. With national political rhetoric just heating up and the legitimate fear of global terrorism from the radicalized factions of many causes and "religions" — the fears of many turn to fear, distrust and hate. Islamophobia is a trending issue.

Join us for a provocative conversation with special guest, Chaplain Sami Aziz. Imam Aziz is the Muslim Chaplain at Wesleyan University. Imam Sami has studied various classical Islamic sciences in his studies within the United States and abroad and holds a Masters degree in Islamic Studies & Muslim-Christian Relations from Hartford Seminary. In addition to his work at Wesleyan, Imam Sami serves as the Muslim Chaplain at Quinnipiac University and as the President of Common Ground Institute & Services (www.CommonGroundServices.org).

Date: Monday, April 24
Time: 12:30 - 1:20 pm
Meeting Place: Library Periodical Room
Attendance is open to the public
Join us today at 12:30!

From: Flores, Jaime R
Sent: Friday, September 22, 2017 12:49 PM
To: MX-Employees <MX-Employees@mxcc.commnet.edu>
Subject: REMINDER ****Courageous Conversations****Monday, September 25
Keeping it Equitable: Building Community by Listening to Every Voice

One does not need to follow the news of civil unrest in America to be convinced of the inequities, as those of us who are paying attention to our own colleges know and witness inequities in education. As many believe, a new civil rights issue is educational equity.

Date: Monday, September 25
Time: 12:30 - 1:20 pm
Meeting Place:
Hello Colleagues,

SPEAK will host October’s Courageous Conversation on Monday, October 30 at 12:30pm in the Library, Periodicals Room. This special Courageous Conversations, entitled “You Ask, We SPEAK,” will allow MxCC’s community to anonymously ask any question they have about LGBTQIA+ identities or community. Ballot boxes are provided in the Library (Chapman Hall) or at the SPEAK Table at the Club Fair. Anyone can submit an anonymous question online using the following link: https://www.surveymonkey.com/r/BY337J3
"You Ask, We SPEAK"

SPEAK (Students Promoting Equality, Acceptance, and Knowledge) will host this special session allowing the MxCC community to anonymously ask any question they have about LGBTQIA+ identities or community. Ballot boxes are provided in the Library (Chapman Hall) or at the SPEAK Table at the Club Fair. Anyone can submit an anonymous question online using the following link: https://www.surveymonkey.com/r/BY337J3

Date: Monday, October 30
Time: 12:30 - 1:20 pm
Meeting Place:
Library Periodical Room
Attendance is open to the public

Yours in Service,
Jaime

Jaime Flores
Academic Division Director
Hello Colleagues,

Join us for our last Courageous Conversations for the Fall semester. You do not want to miss this one! The Middlesex Community College (MxCC) chapter of Phi Theta Kappa (PTK)*, Beta Gamma Xi, will host a panel discussion on race, social justice and community policing.

*PTK, an international honor society that rewards academic excellence while promoting leadership, fellowship and service, was first established in 1918 and chartered at MxCC in 1996.
PHI THETA KAPPA HONOR SOCIETY PRESENTS

BLACK LIVES BLUE LIVES ALL LIVES?
WHAT MATTERS?

Date: Monday, November 20
12:30-1:20pm
Chapman Hall
Periodical Room
Open to the Public

Yours in Service,
Jaime

Jaime Flores
Academic Division Director | School of Arts & Media, Humanities, and Social Sciences
Hi,

Well the groundhog saw his shadow so we are in for an early spring. Who is excited about that!

We Would like to thank Steve Krevisky for the amazing baseball posters he is lending us for Black History Month.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

*MxCC LIBRARY DISPLAYS FOR February 2016*

- Black History Month
- Back to Business
- The Oscars & a Blind Date
- Love is in the Air...Or Not

Thank you
Lisa

Lisa A. Gangone
Library Assistant
Hi,

Spring is just around the corner. How exciting is that! Everything will start blooming and coming out of hibernation. The librarians did a knock out job with the displays. No pun intended according to our Graphic Books display! It is National Women’s History Month and our own past CT governor, Ella Grasso, is one of the recipients this year. Pi Day looks like a lot of fun too. Check out what the math department and Cindy Li came up with for all things Pi! We can’t forget National Nutrition Month, come take a smoothie recipe to enjoy!

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR March 2015**

- National Women’s History Month
- Graphic Novels
- National Nutrition Month
- Pi Day
Hi,

Well we may have just had a crazy storm but it is April and everything is blooming under that white stuff! Come check out this month’s displays at the library. Lan has some beautiful Asian art that is just stunning. Joy dug right into earth day. Anne’s One book on the Riverbend is quite suspenseful and full of history. There is a bit of history going on in the poetry display too. Come take a poem to put in your pocket.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR April 2016**

- Asian Art
- Earth Day
- One Book on the Riverbend
- National Poetry Month-Poem in Your Pocket April 21, 2016

Thank you
Lisa

**LISA A. GANGONE**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Happy May! Spring is here and commencement is right around the corner! Come check out this month’s displays at the library. Lan’s beautiful Asian art is up until May 15th. Joy has done a wonderful Mental Health Month display. When May 15th arrives we will have MXCC’s art students work on display throughout the summer months. Please come by and take in our wonderful student’s talent.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR May 2016**

➢ Asian Art

➢ Mental Health Month

➢ Coming May 15th MXCC Student Art Show

Thank you
Lisa

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
Hi,

Come check out this month’s displays at the library. MXCC’s art students work is on display throughout the summer months. Please come by and take in our wonderful student’s talent. June is National LGBT Month please come by and take a look.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

Thank you
Lisa

LIBRARY DISPLAYS FOR June 2016

➢ LGBT Month

➢ MXCC Student Art Show

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come check out this month’s displays at the library. MXCC’s art students work is on display throughout the summer months. Please come by and take in our wonderful student’s talent. July is National Ice Cream Month please come by and take a look at our student workers fun imagination. LaShaya and Jack did a fun display which would make anyone crave some ice cream!

Please stop by often; not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

LIBRARY DISPLAYS FOR July 2016

➢ National Ice Cream Month

➢ MXCC Student Art Show

Thank you
Lisa

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Hi,

Come check out this month’s displays at the library. MXCC’s art students work is on display throughout the summer months. Please come by and take in our wonderful student’s talent. The Summer Olympics are in full swing and we have a nice display with great information on Rio and the games.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR July 2016**

- Summer Olympics Rio 2016
- MXCC Student Art Show

**Lisa A. Gangone**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come check out this month’s displays at the library. Our student workers have been doing an amazing job putting together some memorable displays.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**MXCC LIBRARY DISPLAYS FOR SEPTEMBER 2016**

- Hispanic Heritage Month
- Constitution Day
- 9/11 Anniversary

Thank you
Lisa

**Lisa A. Gangone**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

We have added a display for Ally week supporting SPEAK. One of our student workers, Thalia Novotasky, has set up a great display. Please come by and take a look. The library is honored to support students in any way we can.

Thank you
Lisa

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come check out this month's displays at the library. Thank you to our manufacturing department for the great display pieces of our students work.

Please stop by often, not only to view the displays, but to check out our books, DVD's, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**MxCC LIBRARY DISPLAYS FOR OCTOBER 2016**

- Gandhi
- Hispanic Heritage Month
- Manufacturing Day 10/7/16
- National Disability Month
- Presidential Elections
- Halloween (will be up 10/15)

Thank you
Lisa

*Lisa A. Gangone*
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come check out this month’s displays at the library. Thank you to Professor Krevisky for his wonderful baseball memorabilia.

Come by and write something you are grateful for and pin it on a turkey. While your at it do you have a favorite family recipe you would like to share? Come drop one off and if there is a recipe that sparks your interest take a copy.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

MxCC LIBRARY DISPLAYS FOR November 2016

- National American Indian Month
- Veterans Day
- Baseball Greats
- Presidential Elections
- Thanksgiving-leave a note of gratitude & share your favorite recipe

Thank you
Lisa

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
Hi,

Come check out this month’s displays at the library. Looking for some fun movies or a good read over winter break? come check out the collections at the library.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**MxCC LIBRARY DISPLAYS FOR December 2016**

- Holidays of Different Cultures
- Best Books of the Year
- Check Out These Yarns!
- You Deserve a Break Check Out Our DVDs

Thank you
Lisa

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**Lisa A. Gangone**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come take a look at this month’s displays at the library. Check out what Joy has for you for a prosperous new year!

We have a fun display for National Science Fiction Day and we have past Sundance Festival winners. Why not take a DVD home and cozy up on these cold winter nights. Our student worker Lashaya Gibson was quite creative with our displays. Come see what she did.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**MxCC LIBRARY DISPLAYS FOR January 2017**

- Martin Luther King Day
- Financial Health for a Prosperous New Year
- Sundance Film Festival
- National Science Fiction Day

Thank you
Lisa
Hi,

Come take a look at this month's displays at the library.

Check out what Joy has for you for a blind date with an international film! Why not take a DVD home and cozy up on these cold winter nights.
Wei made a fun display for Library Selfies along with some of your favorite authors.
Thalia, our student worker, did a great job on our Black History Month display!
We have some great information and books displayed for the Chinese New Year.

Please stop by often, not only to view the displays, but to check out our books, DVD's, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

MxCC LIBRARY DISPLAYS FOR FEBRUARY 2017

- Black History Month
- Blind Date with an International Film
- Library Selfies
- Chinese New Year

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

I apologize for my email. I do not know what happened to my message. Let me try this again.

Please come by and take a look at our library displays for the month of March.

Need a pick me up? Joy will get you smiling with her really fun display for Mirth Month!

Wei has cooked up a book tasting for you to enjoy with your meals!

PI Day is this month and Cindy has an infinite display to take a peak at!

On a serious note, it is Women’s History Month. Come on over and take a look at this year’s honorees.

Please stop by often, not only to view the displays, but to check out our books, DVD’s, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR March 2017**

- Women’s History Month
- PI Day
- March is Mirth Month
- Who’s Up for a Book Tasting

Thank you
Lisa
Hi,
Come take a look at this month's displays at the library. Check out what Joy has for you on CT pollinators! Jazz festivals are being celebrated this month. Come over and check out a few of our PBS DVDs on the history of Jazz. The month of April is National Poetry Month and National Library Week is celebrated.

Please stop by often, not only to view the displays, but to check out our books, DVDs, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

Thank you
Lisa

LIBRARY DISPLAYS FOR April 2017

• Earth Day April 22nd
• Jazz Festival
• National Poetry Month
• National Library Week April 9th-15th

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come take a look at this month’s displays at the library. Check out what Joy has for you on Mental Health Awareness Month. We have a few items from the Media Center for the Virtual Reality Showcase along with some new books on virtual reality. Commencement is right around the corner, Wei has a great display with some resume and cover letter writing books along with career advise books for after graduation. Thalia, our student worker, has set up some memories of past for our 50th Anniversary.

Please stop by often, not only to view the displays, but to check out our books, DVDs, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR May 2017**

- Mental Health Awareness Month
- Virtual Reality Showcase
- Commencement 2017
- MXCC 50th Anniversary

Thank you
Lisa

**Lisa A. Gangone**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
Hi,

Come take a look at this month’s displays at the library. Our student worker, Thalia Novotasky, did an amazing job for LGBTQ Month. Please come check out the student art show here in the library. We have some outstanding talented artists.

Please stop by often, not only to view the displays, but to check out our books, DVDs, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**LIBRARY DISPLAYS FOR JUNE 2017**

- LGBTQ Month

- Student Art Show

Thank you
Lisa

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**Lisa A. Gangone**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come take a look at this month’s displays at the library. Come check out a Book or Book on CD for your summer traveling and relaxation. Please come check out the student art show here in the library. We have some outstanding talented artists. Please stop by often, not only to view the displays, but to check out our books, DVDs, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

Thank you
Lisa

**LIBRARY DISPLAYS FOR JUNE 2017**

➢ Summer Travel

➢ Student Art Show

**Lisa A. Gangone**
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come take a look at this month’s display’s at the library. National Hispanic Heritage Month begins on September 15th, Constitution Day is proudly displayed here in the library, we have books honoring the fallen of 9/11, and Ally Week begins September 25th. Please stop by often, not only to view the displays, but to check out our books, DVDs, CD’s, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

**MxCC LIBRARY DISPLAYS FOR September 2017**

- 9/11 Anniversary
- National Hispanic Heritage Month
- Constitution Day
- Ally Week
- What’s New in Books

Thank you
Lisa

*Lisa A. Gangone*
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come take a look at this month’s display's at the library. National Hispanic Heritage Month begins on September 15th. Come check out the information Joy has presented on National Disability Awareness Month and take a crossword puzzle, Sudoku, or word jumble from Train Your Brain Day. Start getting in the mood with our Halloween display. Please stop by often, not only to view the displays, but to check out our books, DVDs, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

Thank you
Lisa

MxCC LIBRARY DISPLAYS FOR October 2017

- National Disability Awareness Month
- National Hispanic Heritage Month
- Train Your Brain Day
- Halloween
- What’s New in Books

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcc.commnet.edu
860-343-5829
Hi,

Come take a look at this month's display's at the library. It is National American Indian Heritage Month-The library has a great selection of books honoring American Indians. Come check out the information Joy has presented for Veteran's Day. America Recycles Day is November 15th let's all do our part and Joy has some great ideas for you. Wei picked some great reads to help you spark some ideas to travel the world. See what Cindy cooked up and come make a gratitude list for Thanksgiving.

Please stop by often, not only to view the displays, but to check out our books, DVDs, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

Thank you
Lisa

MxCC LIBRARY DISPLAYS FOR November 2017

➢ National American Indian Month
➢ Veteran’s Day
➢ Thanksgiving
➢ America Recycles Day
➢ Someday I’ll Travel the World

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
lgangone@mxcct.commnet.edu
860-343-5829
Hi,

Come take a look at this month's display's at the library. We have Holidays of Different Cultures, National Pearl Harbor Day, Rosa Parks Day, Star Wars, and What's Up with Technology. Come take out some Star Wars DVDs, get caught up before go seeing the newest one at the movies. We have some great books on all of our displays so if you'd like to check out some history we have just the books for you! Winter break is just around the corner so come check out what we have to offer at the library for your enjoyment. Please stop by often, not only to view the displays, but to check out our books, DVDs, CD's, circulating art prints, popular books, ukuleles, etc.

As always, if you would like to participate in our display exhibits, please contact any one of us in the library.

Thank you
Lisa

MXCC LIBRARY DISPLAYS FOR DECEMBER 2017

➤ Rosa Park’s Day
➤ Holidays of Different Cultures
➤ National Pearl Harbor Day
➤ Star Wars
➤ What’s in with Technology

Lisa A. Gangone
Library Assistant
Jean Burr Smith Library
100 Training Hill Road
Middletown, CT 06457
Hi all,

As you are probably aware, the college is required by state mandate to provide all students and employees with annual training in the prevention of sexual harassment and sexual assault. The students received their training during the Fall 2016 semester and we are now ready to roll out the training module to employees. The module is called Not Anymore and it will be available beginning April 1. Instructions for accessing and logging in to the program are contained in the attached letter. Please note that although my letter “asks” you to view and respond to Not Anymore I was really just trying to be polite. Your participation is required.

Thank you in advance for taking this training module and for your interest in this important topic.

Adrienne

Dr. Adrienne Maslin
Dean of Students/Chief Student Affairs Officer
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

860-343-5759 (phone)
860-344-7488 (fax)
Dear Employee:

At Middlesex Community College, we pride ourselves on providing an environment that is safe and healthy for all who work or learn here. To that end, we are asking that you view Not Anymore, an online interpersonal violence prevention program from Student Success™. This video-based program will provide critical information about Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and much more. Not Anymore will help you better understand how vitally important these issues are and what you can do to help make your campus safer.

Program Instructions
The online program will be available to take as of April 1, 2017. The program must be completed by May 15, 2017. A grade of 70% will be considered a passing score. If you do not achieve this score you will be prompted to retake the post-test until you achieve this score. The program will allow you to review the program videos before you retake the post-test.

Step 1: Log on to Not Anymore at: https://studentsuccess.org/CODE/middlesex

Step 2: Enter your access code: s16mxcce

Step 3: You will be taken to the Not Anymore Account Setup Page. Follow the instructions provided. Remember the email and password you enter, as they will allow you to leave and re-enter the program to complete the program in several sittings if you choose without having to start over. If you run into problems taking or reentering the program, do not start over. Contact us through the HELP button and we will assist you.

You will retain access to the programs until at least May 31, 2016 for reference purposes.

If at any time you have general questions or concerns regarding the program requirements, please contact my assistant, Janet Klinck, at jklinck@mxcc.edu. If you have any technical difficulties with the program, please contact Student Success™ through the program HELP button or at terrylynn.pearlman@studentsuccess.org.

Thank you in advance for your attention and participation in this program. It is only through your willingness to participate in programs like these that we can make the important issues of sexual harassment and assault known and eliminated.

Sincerely,

Adrienne Maslin
Dean of Students
Chief Student Affairs Officer
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Section 3
External Communication and Recruitment Strategies
(Section 46a-68-80)

In compliance with Section 46a-68-80, Middlesex Community College maintained a direct approach to recruiting goal candidates for positions, and consistently put itself on public record as an affirmative action and equal employment opportunity employer.

Subsection (a)
Middlesex Community College has amplified its methods for recruiting goal candidates for open positions. During this past reporting period, the College took extra steps to ensure maximum outreach to potential goal candidates. Specifically, the Director of Human Resources attended a workshop on minority faculty and staff recruitment which offered the College additional resources for goal candidate recruitment. Namely, The Academic Network, Inc. shared its database of minority recruitment organizations and authorized the College to utilize the resources as needed. This database introduced 452 new minority recruitment sources to the College.

During the reporting period, the College utilized the database to direct recruitment to various minority groups, consistent with the needs of the position being searched and the hiring goals sought. This strategy, coupled with the College’s tried and true methods proved fruitful in that the College met a hiring goal in 50% of its searches during the reporting period. In particular, the college regularly utilizes the following sources:
- Posting on the MxCC Website
- Email distribution to all MxCC employees
- Email distribution to all other Colleges within the CSCU system – for the purpose of disseminating to their employees
- Posting in various higher education publications (print and online), including The Chronicle of Higher Education, Insidehighered.com and Higheredjobs.com.
- Posting on the DAS website

During this past reporting period the College also looked to professional organizations to reach a qualified candidate pool. These organizations are good sources for qualified candidates, including minority and goal candidates. Some of these sources originated from the database provided by Academic Network, Inc. and others came from research conducted by the Human Resources Director. Those sources included:
- Connecticut Association of Latinos in Higher Ed
- National Association of Social Workers
- Connecticut Counseling Association
- Connecticut Veterinary Medical Association
- The American Association of Black in Higher Ed
- Hispanic Outlook
**Subsection (b)**

Middlesex Community College is on the record as an affirmative action and equal employment opportunity employer. The College publicizes it is an affirmative action/equal opportunity employer in all online and hard copy publications, course-offering brochures, and advertising for employment. Primarily, this is achieved via the placement of the Affirmative Action Policy Statement on the College’s website, which is public and viewable by all. In addition, the Human Resources section of the website re-affirms the institution’s commitment to affirmative action by referencing the policy and noting that discrimination of various protected classes is prohibited. Moreover, the College promotes the fact that it is an equal opportunity employer on each and every position announcement and strongly encourages members of protected classes to apply for open positions.

In addition, position announcements are disseminated to recruiting sources and organizations which are capable of referring qualified applicants, as noted in subsection (a). A more thorough listing of such sources is included for review.

Notice was conveyed to all unions representing employees at Middlesex Community College. In total, notice was sent to four (4) unions on July 15, 2016, of the approval of the affirmative action plan and of the union’s right to review and comment on the plan. No comments were received. Notification will be sent to the unions upon completion of this current affirmative action plan, again inviting them to review and comment on the plan. In that notice, the College will reaffirm its’ commitment to being an equal employment opportunity organization.

**Subsection (c)**

During this reporting period, the College was vigorous in its efforts to develop positive relationships to ensure affirmative action is more than a paper commitment. As noted in subsection (a), the College engaged in the development of relationships with additional recruiting sources, while cultivating outreach recruitment programs and maintaining contact with protected class members. This resulted in 50% of the College’s hires meeting a goal.

**Contract Compliance**

Beyond its general thrust to communicate broadly to external audiences about employment opportunities in accordance with nondiscriminatory standards, the college makes a concerted effort to undertake a range of measures towards including minority business enterprises as part of its overall contracting activities.

Middlesex Community College does not conduct business with any bidder, contractor, sub-contractor or supplier of materials debarred from participation in any federal or state contract program.
This includes any bidder, contractor, sub-contractor or supplier of materials who has been found to be in violation of any state or federal anti-discrimination law.

In accordance with relevant statutes and regulations, good faith efforts are made to “aggressively solicit the participation of legitimate minority business enterprises as proposers, contractors, subcontractors and suppliers of materials.” During the RFP (request for proposal) process, all bidders are notified of the non-discrimination requirements of contracts. This is accomplished through the inclusion of the Commission on Human Rights and Opportunities Contract Compliance Regulations within each RFP.

The College’s Fiscal Administrative Officer, under the direct supervision of the Associate Director of Finance, makes every good faith effort to employ Minority Business Enterprises as subcontractors and suppliers. A process is in place to monitor the selection of subcontractors and suppliers to ensure compliance with the provisions of Section 32-9e of the Connecticut General Statutes.

Entities who are awarded contracts are presented with specific terms and conditions related to non-discrimination that must be adhered to.

Copies of filed quarterly reports and the supplier information gives specifics as to contract compliance achievements as well as problematic areas due to external operational difficulties in the overall system of state-wide procurement.

The College’s Small/Minority Business Enterprise Quarterly Reports are included in this section for review.
REPOSTING

MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY

POSITION DETAILS: Director of Human Resources and Labor Relations
Manager 2, Full-time, 12 month, Management Position

ANTICIPATED SALARY RANGE: $73,400 – $106,400 hiring range (depending on qualifications and experience) including a comprehensive benefits package (full state benefits, tuition waiver and twenty-two annual vacation days)

APPLICATION DEADLINE: October 30, 2015

ANTICIPATED STARTING DATE: December 2015

MINIMUM QUALIFICATIONS: A Bachelor’s degree in Human Resources Management, Public Administration, Business Administration, Higher Education Administration, Labor Relations or a field reasonably related field to the position’s major duties together with at least five (5) years of professional human resources management experience, including not less than one (1) year in a supervisory capacity. Incumbents are required to have demonstrated professional competence in the following areas:

- Principles of human resource management;
- Public and/or higher education administration;
- Labor relations and contract administration;
- Strong information technology literacy skills.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references.

SPECIAL CONSIDERATION AND PREFERENCE SHALL BE GIVEN TO CANDIDATES WHO HAVE THE FOLLOWING DEMONSTRATED EXPERIENCE, TRAINING AND EDUCATION:

- State of Connecticut Human Resources and labor relations experience;
- State of Connecticut Certificate in Human Resources Management Program;
- Knowledge of State of Connecticut regulations and laws;
- Human Resources experience in a higher education setting;
- Master’s degree in a relevant field.

RESPONSIBILITIES: The Director of Human Resources is responsible for effective management of human resources, labor relations/contract and grievance administration, HRIS, payroll and employee benefits, recruitment, selection and employment, wage and salary administration, performance appraisal management, employee development and training. Services also encompass general human resource management including advice and counsel to the college president and other members of the college administration on such matters as allocation and organization of human resources, classification, leaves of absence, reductions in force, and compliance with various other regulations affecting the management of human resources including but not limited to FMLA, ADA, FLSA, FOIA, OSHA, ethics, EEO/affirmative action. The Director is expected to maintain up-to-date knowledge of policies and procedures related to all areas of human resources and contract administration, as they pertain to classified and unclassified, full time and part time, permanent and temporary employees. S/he provides information, direction and guidance in the implementation of personnel procedures and administration of applicable collective bargaining agreements, and is the primary link between college management and staff in the system office concerning human resource and labor relations matters.

APPLICATION PROCEDURE: Send letter of intent, resume, BOR Application, and the contact information for three professional references to:

Human Resources & Labor Relations
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Attn: Noreen Wilson

Or email at MX-HR-Recruitment@mxcc.commnet.edu or fax (860) 343-5870

For more information about Middlesex Community College, please visit our website at www.mxcc.edu.

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu, 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.
MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
ACADEMIC DIVISION DIRECTOR
(Community College Professional 21) - Full-Time, 12-month, Tenure Track
Projected Start Date – July 2017

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middletown, CT
Hours: 35 hours per week
Salary: $80,633 with excellent medical insurance, retirement and related fringe benefits.
Closing Date: April 21, 2017

Knowledge, Skills and Abilities: The Academic Division Director manages an academic division including the design and development of courses and curricula and the direction of assigned faculty and staff in teaching and administering instructional programs. Under the direct leadership of the Dean of Academic Affairs, the Academic Division Director recommends employment of full and part-time faculty in the School of Allied Health, Business and STEM; evaluates faculty and staff in accordance with Board policy; and, provides leadership in the development of curricula, program evaluation and assessment, instructional techniques, faculty development, and academic/career advising. The Academic Division Director serves as liaison with faculty, staff, students, and administrative personnel; develops course offerings and class schedules each semester; and, understands and promotes the goals of community colleges and developing and maintaining active support for the Division’s academic and applied programs among employers, community leaders and accrediting bodies. She prepares reports, budgets, and grant requests; attends academic and student related activities; and serves on System and College committees. She transmits information on decisions of the Board, the President and the Deans to faculty in the School; oversees the disbursement of budget and grant funds; and, performs other tasks related to his/her area of competency as assigned.

General Experience: Master’s degree in an academic discipline closely related to the Division’s areas of instruction or in a field closely related to administration of higher education, together with four or more years of teaching in higher education and/or academic administration in an institution of higher learning including two years of supervisory experience.

Special Experience: Minimum of three years teaching experience in higher education, preferably within one of the disciplines represented in the School of Allied Health, Business, and STEM (Science, Technology, Engineering and Mathematics). Preference will be given to candidates with four or more years of higher education teaching experience. Incumbents are required to have demonstrated advanced knowledge and abilities in academic curriculum design, course and syllabi development and of appropriate and effective teaching materials and methods; classroom and laboratory teaching effectiveness; research methodology and in evaluation of academic program effectiveness; leading and directing human resources in a higher education environment; management of operating budgets and plans; strong information technology literacy skills; effective oral and written communications.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents perform most of their work in offices or classrooms. There is minimal physical exertion required. Incumbents travel to meetings, conferences and to public sites for making personal presentations, involving travel by automobile or public conveyance. Incumbents are required to be licensed to operate a private passenger automobile or to arrange for alternate transportation.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

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MIDDLESEX COMMUNITY COLLEGE

JOB OPPORTUNITY

FACULTY AND PROGRAM COORDINATOR OF HUMAN SERVICES– OPEN RANK

Full-Time, 10-month, Tenure Track

Projected Start Date — August 25, 2017

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middletown, CT
Hours: 35 hours per week
Salary: Assistant Professor - $56,298; Associate Professor $63,592, Professor $72,981; with excellent medical insurance, retirement and related fringe benefits.
Closing Date: May 5, 2017

Knowledge, Skills and Abilities: This position reports to the Director of the School of Arts and Media, Humanities and Social Sciences. The Program Coordinator will teach 9 credit/contact hours per semester in Human Services. The incumbent will serve as the Academic Advisor for program-enrolled students and perform additional responsibilities as required of all faculty members. In addition, s/he will have a one-course release (3 credit/contact hours) per semester to perform administrative duties such as, but not limited to, scheduling and coordinating class offerings and faculty assignments; providing leadership in the planning, development, modification, and updating of program curriculum and instructional materials; establishing and maintaining field work and externship sites; recommending the hiring of, and supervising, part-time faculty in the program; recruiting students; providing academic advisement to new and continuing students; leading efforts to evaluate the program in accordance with BOR Policy and NEASC standards and serving as college liaison to the Program Advisory Board. The successful candidate must have demonstrated an interest in, and an aptitude for, teaching the full range of courses from the introductory through the advanced level. S/he must be committed to adopting innovative instructional approaches along with current instructional techniques; integrating instructional technology; and, incorporating service learning in the curriculum.

General Experience: Minimum educational requirement is a Master’s degree in Social Work, Human Services, Counseling, Psychology or a closely related field. Assistant Professor requires minimum 4 years teaching experience at the Master’s level or 2 years teaching experience with a Doctorate degree; Associate Professor requires minimum 7 years teaching experience at the Master’s level or 5 years teaching experience with a Doctorate degree; Professor requires minimum 10 years teaching experience at the Master’s level or 8 years teaching experience with a Doctorate degree.

Special Experience: Preferred qualifications include an understanding of human services systems and policy; management experience in human services setting; clinical experience; commitment to civic engagement as it relates to community engaged learning; experience developing and/or maintaining an internship experience program and supervision of field work sites. Candidates with experience working with community college students of varying abilities is highly desirable, as is an understanding of the mission of the community college. In addition, candidates must have demonstrated involvement in support of diversity, ability to respond to and work with multiple constituencies, and computer literacy, including instructional applications. Candidates must possess valid driver’s license as in state travel to field work and externship sites will be required.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in classroom and office settings. Some offsite work in field and/or externship sites will be required.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middletown Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

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Middlesex Community College
Assistant Professor/Program Coordinator, Health Information Management
Full time, 10 month, Tenure Track

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Salary: $63,732 approximate annual (subject to negotiated collective bargaining increases), plus excellent medical insurance, retirement, and related fringe benefits

Closing Date: Applications must be received by 4:00 pm on January 11, 2016.

General Requirements: A Bachelor's degree in Health Information Management or a related allied health field from an HIM program accredited by the Commission on Accreditation for Health Informatics Management Education (CAHIIM). Registered Health Information Administrator (RHIA) certification is required, as is at least three years of teaching and/or work experience in the field. Preference will be given to candidates with demonstrated experience in academic and career advising, course and program development, intern supervision, online teaching, and/or academic career program accreditation.

Preferred Qualifications: A master's degree in Health Information Management or a related allied health field; community college teaching experience; a demonstrated understanding of the mission of the community college; and, ability to respond to and work with multiple constituencies.

General Responsibilities: Business, and STEM and its outstanding team of well-qualified and experienced faculty (both full- and part-time). Working under the supervision of the School's Academic Division Director, the successful candidate will assume a faculty leadership position within a well-enrolled program with strong ties to employers through internships and advisory board. This position requires considerable interaction with students, support staff, faculty colleagues, and external constituencies. Candidates will be expected to develop and maintain working relationships with community partners in the College's service area.

This position includes both teaching and administrative duties. The individual will teach nine (9) contact credit hours per semester in the Health Information Management field, and receive one course release per semester to conduct administrative duties such as overseeing program accreditation, recommending, supervising, and evaluating part-time program faculty; managing internships; providing academic and career guidance to students; and, leading efforts to develop new courses and maintain program currency. All faculty members are expected to engage in “additional responsibilities” as defined by the college in concert with the collective bargaining agreement, for the time-equivalent of one course release per semester. For the 2016-17 academic year, the Assistant Professor/Program Coordinator will work on program accreditation as the sole focus of his/her additional responsibilities expectations.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Send letter of intent, resume, SOR Application, transcripts (unofficial copies are acceptable at the application stage), and the names of three references to:

Noreen Wilson, Administrative Assistant
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or, email: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.edu

Note: Incomplete applications will not be forwarded to the Search Advisory Committee

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER. M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religion, creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental or physical disability, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Masiin, Title IX Coordinator and Section 504/ADA Coordinator, emasiin@mxcc.edu; 860-343-5759 or Queen Forchem, Secondary Title IX Coordinator, qforchem@mxcc.edu, 203-608-3011.
MIDDLESEX COMMUNITY COLLEGE
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Instructor/Assistant Professor of Mathematics
Full-time, 10 month, Tenure Track

ANTICIPATED STARTING DATE: January 19, 2016

MINIMUM QUALIFICATIONS: Master's degree in Mathematics or a related field including successful completion of at least 18 credits of graduate-level Math courses. Two years of teaching experience is required, preferably in a community college setting. Experience and demonstrated success in teaching mathematics from the developmental level through multi-variable Calculus; teaching online courses; and experience in alternate modes of instruction preferred. At the Instructor level, the minimum requirement is a master's degree; hiring at the Assistant Professor level would require a master's degree and at least four years of teaching experience or a doctorate and at least two years of teaching experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

RESPONSIBILITIES: Under the supervision of an Academic Division Director, this individual's responsibilities include, but are not limited to, full-time teaching (12 credits) in mathematics per semester at both the Middletown and Meriden sites. The successful candidate must have demonstrated an interest in and an aptitude for teaching the full range of our courses from the developmental level through multi-variable Calculus. S/he must be committed to adopting innovative instructional approaches along with current instructional techniques; integrating instructional technology; developing and delivering distance learning courses; teaching in a self-paced, emporium, or other alternative educational environment. Other responsibilities include related curriculum/course development; academic advisement for students; service on college committees; continued professional development by maintaining membership in professional organizations and developing liaisons with colleagues in the field as well as those teaching in high school and four-year institutions of higher education; and other service responsibilities related to a full-time faculty position in support of the mission of the college and the goals of the division.

MINIMUM SALARY: $52,128 approximate annual (subject to collective bargaining increases), plus excellent medical insurance, retirement and related fringe benefits

APPLICATION PROCEDURE: Send letter of intent, resume, copies of transcripts and Board of Regents application to:

Human Resources & Labor Relations
Middlesex Community College
100 Training Hill Road
Middletown, CT 0645
E-mail MX-HR-Recruitment@mxcc.edu
FAX (860) 343-5670

APPLICATION DEADLINE: August 14, 2015

For more information about Middlesex Community College, please visit our website at www.mxcc.edu.

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MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
FACULTY AND PROGRAM COORDINATOR OF VETERINARY TECHNOLOGY– OPEN RANK
Full-Time, 10-month, Tenure Track
Projected Start Date – August 25, 2017

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middletown, CT
Hours: 35 hours per week
Salary: Assistant Professor - $56,298; Associate Professor $63,592, Professor $72,981; with excellent medical
  insurance, retirement and related fringe benefits.
Closing Date: April 17, 2017

Knowledge, Skills and Abilities: This position reports to the Director of the School of Allied Health, Business, and STEM (science,
technology, engineering, and mathematics). The Program Coordinator will teach 6 credit/contact hours per semester in Veterinary
Science with special emphasis on courses that require the supervision and services of a licensed Veterinarian. The incumbent will
serve as the Academic Advisor for program-enrolled students and perform additional responsibilities as required of all faculty members.
In addition, s/he will have a two-course release (6 credit/contact hours) per semester to perform administrative duties such as, but not
limited to, establishing and maintaining field work and externship sites; recommending the hiring of, and supervising, part-time faculty in
the program; participating in the admissions process for new students who will start the program the following fall semester; leading
efforts to maintain program accreditation by the American Veterinary Medical Association-Committee on Veterinary Technician
Education & Activities; and, acting as academic and contractual liaison between the College and Pieper-Olson Veterinary Hospital,
where clinically-based lab instruction will occur. The successful candidate must have demonstrated an interest in, and an aptitude for, teaching the full range of courses from the introductory through the advanced level. S/he must be committed to adopting innovative
instructional approaches along with current instructional techniques; integrating instructional technology; and, incorporating service
learning in the curriculum.

General Experience: Doctor of Veterinary Medicine degree and license to practice as a Veterinarian in the State of
Connecticut are required for all ranks. Assistant Professor requires minimum 2 years teaching experience; Associate
Professor requires minimum 5 years teaching experience; Professor requires minimum 8 years teaching experience.

Special Experience: Supervisory experience in a veterinary hospital, practice or lab; experience working with community
college students of varying abilities is highly desirable, as is an understanding of the mission of the community college. In
addition, candidates must have demonstrated involvement in support of diversity, ability to respond to and work with
multiple constituencies, and computer literacy, including instructional applications.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field,
are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this
position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in laboratory, classroom, veterinary hospital, offsite farm, and office
settings. The work does require some physical effort in the care of animals.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are
acceptable at the application stage), to: NIX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:
  Noreen Wilson, Administrative Assistant
  Human Resources
  Middlesex Community College
  100 Training Hill Road
  Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PR OTEC TED
GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

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political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been
designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA
Coordinator,amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.
MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
ASSOCIATE DIRECTOR OF FINANCE AND ADMINISTRATION
(Community College Professional 18) - Full-Time, 12-month, Tenure Track
Projected Start Date – July 2017

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middletown, CT
Hours: 35 hours per week
Salary: $63,093 with excellent medical insurance, retirement and related fringe benefits.
Closing Date: May 5, 2017

Knowledge, Skills and Abilities: The Associate Director is responsible for coordinating the College’s financial resources; physical resources; management of administrative services; and supervisory oversight of the College’s business office staff. Areas of accountability include managing the College’s capital budget, including strategic planning for physical plant needs; managing the fixed asset accounting system, purchasing, accounts receivable and billing system, grants and contracts, and oversight of travel and professional development funds. The Associate Director must have demonstrated advanced knowledge skills and ability with Banner financial accounting system; fixed asset management; business office operation, procurement and accounts payable; grants accounting, cashier/bursar’s office; strong information technology literacy skills, including Excel and supervisory experience.

General Experience: Master’s degree in Business, Accounting, Finance or a related field with a minimum of one year experience in a fiscal or business office. Candidates must possess extensive knowledge of the Banner financial accounting system; experience working with and accounting for complex grants; and experience with fixed assets procurement activities. Candidates must demonstrate excellent interpersonal, communication and supervisory skills; experience working with multiple constituencies including other State and Federal agencies; and have an understanding of the mission of the College.

Special Experience: Preferred qualifications include experience with capital budgets and planning; demonstrated experience working with Federal grant fiscal reporting, including specialized statements required by Federal and State agencies.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in offices, conference rooms and lecture facilities.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

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Middlesex Community College
Enrollment Services Coordinator
(Community College Professional 14)
12-month Tenure Track Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Hours: 35 hours/week
Salary: $45,787 plus fringe benefits
Closing Date: November 4, 2016

General Requirements: Bachelor's degree in an appropriately related field with one to four years of related experience in student recruitment, including outreach and programming, and marketing and promotions. Demonstrated knowledge, skills and abilities in undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College's offerings; ability to effectively communicate this information to prospective applicants and/or students; ability to meet and interact favorably with students, parents, school officials and others in academic environments; ability to effectively communicate orally and in writing.

Preferred Skills and Ability: Experience in an admissions or enrollment office setting; experience speaking and/or presenting to large groups.

General Responsibilities: The Enrollment Services Coordinator is accountable for developing and executing key internal and external student recruitment and outreach in support of enrollment services for credit and non-credit programs at a Community College. The position performs outreach tasks to inform communities about the credit and non-credit services of the College and to promote enrollment, meeting College program standards and utilizing promotion and marketing strategies; contributes to the recruitment of sufficient numbers of appropriately qualified students to meet the College's enrollment goals; prepares accurate and timely records and complex reports related to functions of the Office of Enrollment Services; assists with various enrollment promotion and marketing initiatives at the College. All of these duties may involve attendance at evening or weekend events.

Supervisory and Other Relationships The Enrollment Services Coordinator typically works under the direction of the Director of Enrollment Management or other employee of a higher grade. The position may train, supervise or lead student workers or clerical staff in the Enrollment Management area if assigned.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

Application Instructions: Send letter of intent, Board of Regents Employment Application (available at http://mxcc.edu/jobs/), resume, and copies of all higher education transcripts to:

Noreen Wilson
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road, Middletown, CT 06457
Fax: 860-343-5870; Or email to: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.commnet.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.
Middlesex Community College
Enrollment Services Aid
(Community College Professional 12)
12-month Tenure Track Position

?PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Hours: 35 hours/week
Salary: $40,681 plus fringe benefits
Closing Date: September 30, 2016

General Requirements: Associate's degree in an appropriately related field and one to two years' experience in an admissions office environment performing student enrollment and registration services. Demonstrated knowledge, skills and abilities in office administration, including registration procedures; office computer applications, customer service; and oral and written communication.

Preferred Skills and Ability: Experience in MS Office and enrollment programs such as Banner is preferred.

General Responsibilities: The Enrollment Services Aide is accountable for contributing to the successful operation of the Office of Enrollment Services by providing administrative support and leadership, including supervision to the Office's administrative support staff; performing and assisting in the collection, maintenance and safeguarding of the College's student records in accordance with College standards and generally accepted student records practice; effective performance in maintaining student records; processing student applications and registrations for credit & non-credit courses; supporting the accurate and expeditious conduct of the College's application and registration process; and participating in student conflict resolution. All of these duties may involve attendance at evening or weekend events.

Supervisory and Other Relationships: The Enrollment Services Aide typically works under the direction of the Assistant Director of Admissions, Associate Registrar, Director of Enrollment Management or other administrator. The position may lead student workers or others in administrative support tasks. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

Application Instructions: Send letter of intent, Board of Regents Employment Application (available at http://mxcc.edu/jobs/), resume, and copies of all higher education transcripts to:

Noreen Wilson
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road, Middletown, CT 06457
Fax: 860-343-5870; Or email to: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.commnet.edu

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Knowledge, Skills and Abilities: The Counselor is accountable for participating in and contributing to the development of sound programs for guiding and counseling the College's students in academic, personal, career, and social progress at both the Middletown and MxCC@Platt locations. Major functions of this position include counseling students on appropriate academic courses; conducting transfer advising; and advising assistance with other transfer initiatives; establishing and maintaining relationships with external college and university representatives to ensure adequate resources are available for students with regard to transfer opportunities and initiatives; oversees the GAP program and other transfer initiatives such as the annual transfer fair, on-going mini transfer fairs and pre-nursing transfer presentations; conducting seminars and orientation sessions for students on academic, career, and personal strategies, including assessment, career exploration, availability of community resources, and consultation services; assist with admission, registration, and graduation; assist with institutional efforts to assess students' developmental needs and initiate programs designed to meet those needs; provide self-development courses for students who lack the basic skills for suitable job placement and/or who need and desire specialized knowledge and skills to become more effective as individuals and as employees and employers; provide crisis counseling, intervention and referral services for students; interpret and evaluate the results of assessments and interviews to determine appropriate courses of action to assist students in academic, personal and social situations; provide guidance and recommendations to faculty and staff on strategies of optimum assistance to students; participate with faculty in instructing courses and workshops in such areas as relativity of academic course work to career opportunities or cross-cultural issues.

General Experience: Master's degree in counseling or a closely related field together with from two to five years of experience in a professional counseling capacity. Experience with the full spectrum of professional counseling theory, techniques and methods; experience with personality, academic and occupational assessment instruments, their administration and interpretation; experience in crisis counseling and intervention; experience with career and academic development; well-versed in information technology literacy skills; excellent oral and written communications; and experience with diverse populations. Driver's license required for travel to and from Middletown campus and MxCC@Platt in Meriden.

Special Experience: Preferred qualifications include experience working with community college students of varying abilities; an understanding of the mission of the community college; ability to respond to and work with multiple constituencies, experience with career development theory and career exploration processes and experience with instructional applications and presenting to large groups.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in offices, conference rooms and lecture facilities.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

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Open To: The Public
Location: Middletown, CT
Hours: 35 hours per week
Salary: $48,364 - $51,609, commensurate with experience; plus excellent medical insurance, retirement and related fringe benefits.
Closing Date: May 12, 2017

Knowledge, Skills and Abilities: The Veterinary Technology Program Technician will work collaboratively with the Veterinary Technology Program Coordinator in all aspects of the program. General duties include: assisting all veterinary technology instructors in the preparation, setup, administration, and cleanup of laboratory/clinical classes; serving as a teaching assistant in lab/clinical courses, when assigned; coordinating program needs with Pieper-Olson Veterinary Hospital, where clinically-based lab instruction occurs; participating in the admissions process for new students who will start the program the following fall semester; supporting efforts to maintain program accreditation by the American Veterinary Medical Association-Committee on Veterinary Technician Education & Activities; conducting various administrative duties including serving on the Institutional Animal Care and Use Committee (IACUC) and Program Advisory Board; and, teaching up to 6 contact hours per semester as determined by the minimum teaching qualifications for the course and needs of the program.

In addition, the incumbent will serve as the liaison between the Veterinary Technology Club and the North American Veterinary Technician Association; attend and participate at convocation and commencement ceremonies; serve on assigned committees and task forces; and, attend and participate in committee, staff, informational, and professional meetings.

General Experience: An Associate Degree in Veterinary Technology from an AVMA-CVTEA accredited program with a Veterinary Technician Specialist (VTS) from a North American Veterinary Technician Association approved Academy; OR a Bachelor of Science Degree in Veterinary Technology from an AVMA-CVTEA accredited program. Applicant must be a credentialed veterinary technician, with credentialing coming from a state licensing body. A minimum of two years of college or university teaching experience is required.

Special Experience: Advanced understanding in lab equipment operation, set up and safety procedures; animal care Experience; technology information literacy skills; understanding of the operation and function of the institutional Animal Care and Use Committee and USDA Animal Welfare Act regulation, skill in teaching and basic instruction, preferably in the community college setting.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: incumbents typically perform their work in laboratory, classroom, veterinary hospital, offsite farm, and office settings. The work does require some physical effort in the care of animals.

Application instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

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<td>Center for Diversity Affairs (Central coordinating center for minority faculty recruitment)</td>
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<td><a href="http://www.hispanicjobs.com">www.hispanicjobs.com</a></td>
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<td>Hispanic National Bar Association</td>
<td><a href="http://www.hnba.com">http://www.hnba.com</a></td>
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<td>Hispanic Online Marketing</td>
<td><a href="http://www.hispanicmarketing.com">http://www.hispanicmarketing.com</a></td>
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<td>Hispanic outlook in Higher Ed</td>
<td><a href="http://www.hispanicoutlook.com">http://www.hispanicoutlook.com</a></td>
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<td>Hispanic Public Relations Association</td>
<td><a href="http://www.hpra-usa.org">http://www.hpra-usa.org</a></td>
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<td>Hispanic Scholarship Fund Institute</td>
<td><a href="http://www.hsfi.net">http://www.hsfi.net</a></td>
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<td>Hispanic Today</td>
<td><a href="http://www.hispanic-today.com">http://www.hispanic-today.com</a></td>
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<tr>
<td>Historically Black Colleges and Universities</td>
<td><a href="http://www.chsbc.edu/">http://www.chsbc.edu/</a></td>
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<td>H-Net Humanities and Social Sciences</td>
<td><a href="https://net.org/jobs">https://net.org/jobs</a></td>
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<tr>
<td>(Virtual community celebrating the contributions of minority scientists)</td>
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<td>Human Services Research Institute (HSRI)</td>
<td><a href="http://www.hsi.org">http://www.hsi.org</a></td>
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<td>IE Magazine</td>
<td><a href="http://www.ienet.org/">http://www.ienet.org/</a></td>
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<td>IM Diversity</td>
<td><a href="http://www.imdiversity.com">http://www.imdiversity.com</a></td>
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<td>Insight</td>
<td><a href="http://www.insight.org">www.insight.org</a></td>
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<td>Indiana Country Today</td>
<td><a href="http://www.indianacountrytoday.com">www.indianacountrytoday.com</a></td>
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<td>Indiana University Kelley School of Business</td>
<td><a href="http://www.kelsey.isu.edu">www.kelsey.isu.edu</a></td>
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<td>Inside Higher Education</td>
<td><a href="http://www.insidehighered.com">http://www.insidehighered.com</a></td>
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<td>INSIGHT Into Diversity</td>
<td><a href="http://www.insightdiversity.com">www.insightdiversity.com</a></td>
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<td>Institute for Diversity in Health Management</td>
<td><a href="http://www.diversityinhealth.org">http://www.diversityinhealth.org</a></td>
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<td>Institute for Operations Research and the Management Sciences (INFORMS)</td>
<td><a href="http://www.informs.org">http://www.informs.org</a></td>
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<td>Institute of Electrical &amp; Electronics Engineers (IEEE)</td>
<td><a href="http://www.ieee.org">http://www.ieee.org</a></td>
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<td>Inter-American Bar Association</td>
<td><a href="http://www.iab.org">http://www.iab.org</a></td>
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<td>International Association for Cross-Cultural Psychology</td>
<td><a href="http://www.jacc.org">http://www.jacc.org</a></td>
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<td>International Gay &amp; Lesbian Association</td>
<td><a href="http://www.iga.org">http://www.iga.org</a></td>
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<td>International Neuropsychological Society</td>
<td><a href="http://www.institute.org">http://www.institute.org</a></td>
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<td>Itaca Journal</td>
<td><a href="http://www.itaca.org">http://www.itaca.org</a></td>
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<td>Japanese American Citizens League</td>
<td><a href="http://www.jalc.org">http://www.jalc.org</a></td>
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<td>Job Accommodation Network (JAN)</td>
<td><a href="http://www.jobaccom.com">http://www.jobaccom.com</a></td>
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<td>Jobs in Philosophy</td>
<td><a href="http://www.jobinstitute.org">http://www.jobinstitute.org</a></td>
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<td>Journal of Music Theory</td>
<td><a href="http://www.jmusic-theory.org">http://www.jmusic-theory.org</a></td>
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<td>Journalism Education Association</td>
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<td>Korea America Finance Association</td>
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<td>Korean American Scientists and Engineers Association</td>
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<td>Latin American Management Association</td>
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<td>Latin Business Association</td>
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<td>Latino Caucus in Political Science</td>
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<td>Leadership in Educational Facilities (APSA)</td>
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<td>League of United Latin American Citizens</td>
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<td>League of Women Voters of Portland</td>
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<td>LGBT Business School Community</td>
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<td>Linguistic Programs</td>
<td><a href="http://www.linguistbot.com">http://www.linguistbot.com</a></td>
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<td>LinkedIn Talent Solutions</td>
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<td>Mexican American Legal Defense and Educational Fund</td>
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<td>Mexican American Unity Council</td>
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<td>Middle Eastern Studies Association (MESA)</td>
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<td>Military Times</td>
<td><a href="http://www.militarytimes.com">http://www.militarytimes.com</a></td>
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<td>Military Veteran Sites</td>
<td><a href="http://www.militaryveterans.com">http://www.militaryveterans.com</a></td>
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<td>Minorities Affairs Committee of the American Society for Cell Biology</td>
<td><a href="http://www.casco.org/">http://www.casco.org/</a></td>
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<td>Minorities in Cancer Research</td>
<td><a href="http://www.samc.org/">http://www.samc.org/</a></td>
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<td>Minority and Women Doctoral Directory</td>
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<td>Minority Business Entrepreneur</td>
<td><a href="http://www.mbe.org">http://www.mbe.org</a></td>
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<td>Minority Faculty/Staff Applicant Database (MFAID)</td>
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<td>Minority Professional Network</td>
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<td>MinorityWatch.com</td>
<td><a href="http://www.minoritywatch.com">http://www.minoritywatch.com</a></td>
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<td>Modern Language Association (MLA)</td>
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<td>Museum of Fine Arts, Boston</td>
<td><a href="http://www.mfa.org">http://www.mfa.org</a></td>
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<td>NAACP Diversity and High Tech Career Fair</td>
<td><a href="http://www.naacaddivhightech.com">http://www.naacaddivhightech.com</a></td>
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<td>National Academy of Clinical Biochemistry</td>
<td><a href="http://www.nacbi.org">http://www.nacbi.org</a></td>
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<td>National Alliance for Hispanic Health</td>
<td><a href="http://www.nahp.org">http://www.nahp.org</a></td>
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<td>National Alliance for Media, Art &amp; Culture</td>
<td><a href="http://www.namac.org">http://www.namac.org</a></td>
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<td>National Alliance of Black School Educators</td>
<td><a href="http://www.naabse.org">http://www.naabse.org</a></td>
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<td>National Arts Education Association</td>
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<td>National Association for the Advancement of Colored People (NAACP)</td>
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<td>National Association for Asian MIAAs</td>
<td><a href="http://www.cncaedf.org">www.cncaedf.org</a></td>
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<td>National Association for Blacks in Biology</td>
<td><a href="http://www.biopeace.com/organization_profile.aspx?OrganizationId=3002410">www.biopeace.com/organization_profile.aspx?OrganizationId=3002410</a></td>
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<td>National Association for Equal Opportunity in Higher Education</td>
<td><a href="http://www.nefotob.org/">http://www.nefotob.org/</a></td>
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<td>National Association for Multi-ethnicity in Communications</td>
<td><a href="http://www.namc.com">http://www.namc.com</a></td>
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<td>National Association of African Americans in Human Resources</td>
<td><a href="http://www.naahr.org">www.naahr.org</a></td>
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<td>National Association of Asian American Professionals</td>
<td><a href="http://www.napaap.org">www.napaap.org</a></td>
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<td>National Association of Black Accountants</td>
<td><a href="http://www.nabac.org">www.nabac.org</a></td>
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<td>National Association of Black Journalists</td>
<td><a href="http://www.najb.org">www.najb.org</a></td>
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<td>National Association of Black Social Workers (NABSW)</td>
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<td>National Association of Blacks in Criminal Justice</td>
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<td>National Association of College Auxiliary Services</td>
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<td>National Association of Colleges and Employers (NACE)</td>
<td><a href="http://www.naceweb.org">http://www.naceweb.org</a></td>
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<td>National Association of Health Services Executives</td>
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<td>National Association of Hispanic Federal Executives (NAHFE)</td>
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<td>National Association of Hispanic Nurses</td>
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<td>National Association of Hispanic Public Administrators</td>
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<td>National Association of Latin Elected &amp; Appointed Officials</td>
<td><a href="http://www.naleo.org">http://www.naleo.org</a></td>
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<td>National Association of Law Placement (NALP)</td>
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<td>National Association of Multicultural Engineering (NAMEPA)</td>
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<td>National Association of Professional Women</td>
<td><a href="http://www.napw.org">www.napw.org</a></td>
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<td>National Association of Puerto Rican/Hispanic Social Workers Inc.</td>
<td><a href="http://www.napswow.org">www.napswow.org</a></td>
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<td>National Association of Student Affairs Professionals</td>
<td><a href="http://www.nasap.net">http://www.nasap.net</a></td>
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<td>National Association of Women Business Owners</td>
<td><a href="http://www.wbbo.org">www.wbbo.org</a></td>
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<td>National Association of Women in Construction (NAWIC)</td>
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<td>National Black Nurses Association Inc.</td>
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<td>National Center for Women &amp; Information Technology</td>
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<td>National Coalition for Women &amp; Girls in Education</td>
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<td>National Coalition of Black Meeting Planners</td>
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<td>National Coalition of Ethnic Minority Nurse Associations (NCEMNA)</td>
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<td>National Coalition of Hispanic Health and Human Services Organizations</td>
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<td>National Collegiate Athletic Association (NCAA)</td>
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<td>National Council for Black Studies</td>
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<td>National Council for History Education</td>
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<td>National Council of Hispanic Employment Program Managers (HEPM)</td>
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<td>National Council of La Raza</td>
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<td>National Criminal Justice Association</td>
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<td>National Dental Association (NDA)</td>
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<td>National Disability Rights Network</td>
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<td>National Economic Association</td>
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<td>National Federation of the Blind</td>
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<td>National Forum for Black Public Administrators</td>
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<td>National Hispanic Leadership Institute</td>
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<td>National Hispanic Business Association</td>
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<td>National Hispanic Corporate Council</td>
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<td>National Hispanic Media Coalition</td>
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<td>National Native American Bar Association</td>
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<td>National Organization for the Professional Advancement of Black Chemists &amp; Chemical Engineers</td>
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<td>National Organization on Disability</td>
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<td>National Physical Science Consortium (NPSC)</td>
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<td>National Puerto Rican Coalition, Inc.</td>
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<td>National Registry of Diverse &amp; Strategic Faculty</td>
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<td>Northwest Indian Veterans Association (NIVA)</td>
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<td>ONA Committee on the Status of Minority Historians and Minority History</td>
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<td>Office of Business Specific Tools for Recruitment and Hiring Candidates with Disabilities</td>
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<td>Organization of Women in International Trade</td>
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<td>Oregon Association of Minority Entrepreneurs (OAME)</td>
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<td>Southern Regional Education Board (SREB)</td>
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<td>The Mathematical Association of America</td>
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<td>The Multicultural Advantage Job Board</td>
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<td>The National Academic Honor Societies</td>
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<tr>
<td>The National Alliance for Hispanic Health</td>
<td><a href="http://www.hispanichnt.org">http://www.hispanichnt.org</a></td>
</tr>
<tr>
<td>The National Business and Disability Council</td>
<td><a href="http://www.vcl/workcenter/services/ntbd/">http://www.vcl/workcenter/services/ntbd/</a></td>
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<td>The Organization of Black Designers</td>
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<tr>
<td>The PhD Project</td>
<td><a href="http://www.phdproject.org">http://www.phdproject.org</a></td>
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<tr>
<td>The President’s Committee on Employment of People with Disabilities</td>
<td><a href="http://www.presidentialappointments/guidelines/default.htm">http://www.presidentialappointments/guidelines/default.htm</a></td>
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<td>U.S. Department of Veterans Affairs</td>
<td><a href="http://www.va.gov">http://www.va.gov</a></td>
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<td>University Jobs</td>
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<td>US Pan Asian American Chamber of Commerce</td>
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<td>Vietnamese Association for Computing, Engineering Technology, and Science</td>
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<td>Vocational Rehabilitation &amp; Employment Programs</td>
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<tr>
<td>Women At Work Network</td>
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<tr>
<td>Women Baring &amp; Investing in Success</td>
<td><a href="http://www.wbu.org">http://www.wbu.org</a></td>
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<td>Women Entrepreneurs of Oregon</td>
<td><a href="http://www.wenep.org">http://www.wenep.org</a></td>
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<td>Women for Hire</td>
<td><a href="http://www.womenvh.com">http://www.womenvh.com</a></td>
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<td>Women Healthcare Executives Network</td>
<td><a href="http://www.womenhealthexecutives.com">http://www.womenhealthexecutives.com</a></td>
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<tr>
<td>Women Impacting Public Policy</td>
<td><a href="http://www.womeninpublicpolicy.org">http://www.womeninpublicpolicy.org</a></td>
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<tr>
<td>Women in Advertising and Marketing</td>
<td><a href="http://www.blackenterprise.com/top-women-in-advertising-marketing/">http://www.blackenterprise.com/top-women-in-advertising-marketing/</a></td>
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<tr>
<td>Women in Engineering/ ProActive Network (WEPAN)</td>
<td><a href="http://www.wepan.org">http://www.wepan.org</a></td>
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</table>
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**SPECIAL DIVERSITY PROGRAM**  
**SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT**

**Fiscal Year Quarter:** 3rd  
**Fiscal Year Period:** 2016

---

**Agency:** Middlesex Community College  
**Name:** Peter Furlani  
**Number:** CCC7910C  
**E-mail:** pfurlani@mxcc.edu  
**Address:** (800) 343-5733

---

1) **TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET**  
   **Page 1 (Summary Page) From The Annual Goals Calculations Report**  
   Total $28,273,306.00

2) **Amount Available for Small/Minority Business Program**  
   **after DAS APPROVED DEDUCTIONS/EXEMPTIONS**  
   Total $7,484,609.00

3) **25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)**  
   Total $1,871,152.00

4) **25% of line # 3 Total - Set Aside - Minority Business Enterprises only**  
   Total $467,788.00

---

<table>
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<tr>
<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
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<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
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<td>910,107.79</td>
<td>286</td>
<td>2,976,712.47</td>
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5) **Total Agency FY Expenditures for Purchases and Contracts**
   Total $47,946.84  
   Contracts 43  
   $203,441.97  
   Contracts 90

---

6) **Total Agency FY Expenditures for Purchases and Contracts**  
   Combined TOTALS OF SB&E AND MBE EXPENDITURES  
   $27,889.54  
   12  
   $73,978.48  
   32

---

**PLEASE CATEGORIZE**

A) American Indian (N)  
B) Asian (A)  
C) Black (B)  
D) Disabled Individual (D)  
E) Hispanic (H)  
F) Iberian Peninsula (I)  
G) Disabled American Indian (DN)  
H) Disabled Asian American (DA)  
I) Disabled Black American (DB)  
J) Disabled Hispanic American (DH)  
K) Disabled Iberian Peninsula American (DI)

L) Woman (W)  
M) Woman American Indian (NW)  
N) Woman Asian (AW)  
O) Woman Black (BW)  
P) Woman Disabled (DW)  
Q) Woman Hispanic (HW)  
R) Woman Iberian Peninsula (IW)  
S) Disabled American Indian Woman (DNW)  
T) Disabled Asian American Woman (DAW)  
U) Disabled Black American Woman (DBW)  
V) Disabled Hispanic American Woman (DHW)

W) Disabled Iberian Peninsula American Woman (DIW)

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$27,889.54  
$73,978.48

**WBE TOTAL (Lines L - W)**  
$27,889.54  
$73,978.48

**MBE TOTAL (Lines A - W)**  
$27,889.54  
$73,978.48

---

Page - 1 (Summary)
DEPARTMENT OF ADMINISTRATIVE SERVICES  
SUPPLIER DIVERSITY PROGRAM  
FISCAL YEAR - 2016 (2015-2016)  
SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT  
Fiscal Year Quarter: 4TH  Fiscal Year Period: 2016  

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<tr>
<td>Agency Number:</td>
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</tr>
<tr>
<td>Prepared by:</td>
<td>Peter Furlani</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:pfurlani@mvlc.edu">pfurlani@mvlc.edu</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(908) 343-5773</td>
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</tbody>
</table>

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET | $28,273,306.00 |
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS | $7,484,809.00 |
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined) | $1,871,152.00 |
4) 25% of line # 3 Total - Set Aside - Minority Business Enterprises only | $487,788.00 |

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<th>QUARTER</th>
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<th>YEAR TO DATE</th>
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<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
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<td>5) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$1,162,667.73</td>
<td>326</td>
<td>4,139,380.20</td>
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<td>6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors, Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
<td>$163,688.92</td>
<td>51</td>
<td>$387,127.89</td>
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. 

A) American Indian (N)  
B) Asian (A)  
C) Black (B)  
D) Disabled Individual (D)  
E) Hispanic (H)  
F) Iberian Peninsula (I)  
G) Disabled American Indian (DN)  
H) Disabled Asian American (DA)  
I) Disabled Black American (DB)  
J) Disabled Hispanic American (DH)  
K) Disabled Iberian Peninsula American (DI)  
L) Woman (W)  
M) Woman American Indian (NW)  
N) Woman Asian (AW)  
O) Woman Black (BW)  
P) Woman Disabled (DW)  
Q) Woman Hispanic (HW)  
R) Woman Iberian Peninsula (IW)  
S) Disabled American Indian Woman (DNW)  
T) Disabled Asian American Woman (DAW)  
U) Disabled Black American Woman (DBW)  
V) Disabled Hispanic American Woman (DHW)  
W) Disabled Iberian Peninsula American Woman (DIW)  

DiBE TOTAL (Lines G, H, I, J, K, P, S, T, U, V, & W) | - | - |
WBE TOTAL (Lines L - W) | $66,881.24 | $139,859.72 |
MBE TOTAL (Lines A - W) | $66,881.24 | $139,859.72 |
1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET
   Page 1 (Summary Page) From The Annual Goals Calculations Report
   $ 24,471,597.00

2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS
   $ 4,229,219.00

3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)
   $ 1,067,305.00

4) 25% of line # 3 Total - Set Aside - Minority Business Enterprises only
   $ 284,326.25

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<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
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<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
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<td>6) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$1,062,511.05</td>
<td>213</td>
<td>$1,062,511.05</td>
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<tr>
<td>7) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
<td>$143,964.42</td>
<td>39</td>
<td>$143,964.42</td>
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PLEASE CATEGORIZE:

A) American Indian (I)
B) Asian (A)
C) Black (B)
D) Disabled Individual (D)
E) Hispanic (H)
F) Iberian Peninsula (I)
G) Disabled American Indian (DAI)
H) Disabled Asian American (DA)
I) Disabled Black American (DB)
J) Disabled Hispanic American (DH)
K) Disabled Iberian Peninsula American (DII)
L) Woman (W)
M) Woman American Indian (WAI)
N) Woman Asian (AW)
O) Woman Black (WB)
P) Woman Disabled (DW)
Q) Woman Hispanic (WH)
R) Woman Iberian Peninsula (WII)
S) Disabled American Indian Woman (DAIW)
T) Disabled Asian American Woman (DAW)
U) Disabled Black American Woman (DBW)
V) Disabled Hispanic American Woman (DHW)
W) Disabled Iberian Peninsula American Woman (DIIW)

WBE TOTAL (Lines L - W): $85,506.69 $85,506.69
MBE TOTAL (Lines A - W): $85,506.69 $85,506.69
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<td>Total Agency FY Expenditures for Purchases and Contracts</td>
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<td>$231,985.27</td>
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</table>

### 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.

- **A)** American Indian (N)
- **B)** Asian (A)
- **C)** Black (B)
- **D)** Disabled Individual (D)
- **E)** Hispanic (H)
- **F)** Iberian Peninsula (I)
- **G)** Disabled American Indian (DN)
- **H)** Disabled Asian American (DA)
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- **S)** Disabled American Indian Woman (DNW)
- **T)** Disabled Asian American Woman (DAW)
- **U)** Disabled Black American Woman (DBW)
- **V)** Disabled Hispanic American Woman (DHW)
- **W)** Disabled Iberian Peninsula American Woman (DIW)

### 8) Enhanced TOTALs

- MBE TOTAL (Lines L - W): $128,044.23
- MBE TOTAL (Lines A - W): $128,044.23
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**SUPPLIER DIVERSITY PROGRAM**  
**SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT**

**FISCAL YEAR - 2017**  
(2016-2017)

**Agency Name:** Middlesex Community College  
**Prepared by:** Peter Furlani  
**Tel.:** (800) 343-5733  
**E-mail:** pfurlani@mycc.edu

**Fiscal Year Quarter:** 3rd  
**Fiscal Year Period:** 2017

## 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Page 1 (Summary Page) From The Annual Goals Calculations Report</td>
<td>$24,471,897.00</td>
</tr>
<tr>
<td>2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS</td>
<td>$4,229,219.00</td>
</tr>
<tr>
<td>3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)</td>
<td>$1,067,305.00</td>
</tr>
<tr>
<td>4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only</td>
<td>$284,326.26</td>
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## 5) Total Agency FY Expenditures for Purchases and Contracts

<table>
<thead>
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<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
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<td>$1,180,221.84</td>
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<td>$3,220,191.13</td>
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## 6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors.

Combined TOTALS OF SBE AND MBE EXPENDITURES

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
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<tbody>
<tr>
<td>TOTALS ($)</td>
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<td>TOTALS ($)</td>
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<td>$67,666.19</td>
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<td>$349,651.46</td>
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</table>

## 7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:

- American Indian (N)
- Asian (A)
- Black (B)
- Disabled Individual (O)
- Hispanic (H)
- Iberian Peninsula (I)
- Disabled American Indian (DN)
- Disabled Asian American (DA)
- Disabled Black American (DB)
- Disabled Hispanic American (DH)
- Disabled Iberian Peninsula American (DI)
- Woman (W)
- Woman American Indian (NW)
- Woman Asian (AW)
- Woman Black (BW)
- Woman Disabled (DW)
- Woman Hispanic (HW)
- Woman Iberian Peninsula (IW)
- Disabled American Indian Woman (DNW)
- Disabled Asian American Woman (DAW)
- Disabled Black American Woman (DBW)
- Disabled Hispanic American Woman (DHW)
- Disabled Iberian Peninsula American Woman (DIW)

<p>| MBE TOTAL (Lines D, G, K, I, J, K, P, S,T,U, V, &amp; W) | $ - | $ - |
| WBE TOTAL [Lines L - W] | $30,498.30 | $158,542.53 |
| MBE TOTAL [Lines A - W] | $30,498.30 | $158,542.53 |</p>
<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
</tr>
<tr>
<td>B) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$1,048,753.87</td>
<td>265</td>
<td>$4,287,591.80</td>
</tr>
<tr>
<td>B) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors, Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
<td>$130,248.02</td>
<td>28</td>
<td>$479,999.48</td>
</tr>
</tbody>
</table>

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.

- American Indian (N)
- Asian (A)
- Black (B)
- Disabled Individual (D)
- Hispanic (H)
- Hawaiian Peninsula (H)
- Disabled American Indian (DN)
- Disabled Asian American (DA)
- Disabled Black American (DB)
- Disabled Hispanic American (DH)
- Disabled Hawaiian Peninsula American (DH)

<table>
<thead>
<tr>
<th>W) Disabled Hawaiian Peninsula American Woman (DIW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DisBE TOTAL: (Lines D, G, H, I, J, K, P, S, T, U, V, &amp; W)</td>
</tr>
<tr>
<td>WBE TOTAL: (Lines L - W)</td>
</tr>
<tr>
<td>MBE TOTAL: (Lines A - W)</td>
</tr>
</tbody>
</table>
### SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

**Fiscal Year Quarter:** 1st  
**Fiscal Year Period:** 2017 - 2018

**Agency Name:** Middlesex Community College  
**Prepared by:** Peter Furfani  
**E-mail:** pffuriani@mycc.edu  
**Tel. #:** (860) 343-5733

---

**1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET**

Page 1 (Summary Page) From The Annual Goals Calculations Report  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) TOTAL FUNDS AVAILABLE</td>
<td>$23,814,854.00</td>
</tr>
<tr>
<td>2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS</td>
<td>$4,463,916.00</td>
</tr>
<tr>
<td>3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)</td>
<td>$1,113,404.00</td>
</tr>
<tr>
<td>4) 25% of line # 3 Total - Set Aside - Minority Business Enterprises only</td>
<td>$278,351.00</td>
</tr>
</tbody>
</table>

---

**QUARTERLY REPORT**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Number</th>
<th>Year to Date</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals ($)</td>
<td>Contracts</td>
<td>Totals ($)</td>
<td>Contracts</td>
</tr>
<tr>
<td>0) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$1,084,799.57</td>
<td>223</td>
<td>$1,087,799.57</td>
</tr>
<tr>
<td>0) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
<td>$137,148.35</td>
<td>46</td>
<td>$137,589.86</td>
</tr>
</tbody>
</table>

---

**7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) American Indian (N)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>B) Asian (A)</td>
<td>10</td>
</tr>
<tr>
<td>C) Black (B)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>D) Disabled Individual (D)</td>
<td>10</td>
</tr>
<tr>
<td>E) Hispanic (H)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>F) Iberian Peninsula (I)</td>
<td>10</td>
</tr>
<tr>
<td>G) Disabled American Indian (DN)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>H) Disabled Asian American (DA)</td>
<td>10</td>
</tr>
<tr>
<td>I) Disabled Black American (DB)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>J) Disabled Hispanic American (DH)</td>
<td>10</td>
</tr>
<tr>
<td>K) Disabled Iberian Peninsula American (DI)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>L) Woman (W)</td>
<td>10</td>
</tr>
<tr>
<td>M) Woman American Indian (NW)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>N) Woman Asian (AW)</td>
<td>10</td>
</tr>
<tr>
<td>O) Woman Black (BW)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>P) Woman Disabled (DW)</td>
<td>10</td>
</tr>
<tr>
<td>Q) Woman Hispanic (HW)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>R) Woman Iberian Peninsula (IW)</td>
<td>10</td>
</tr>
<tr>
<td>S) Disabled American Indian Women (DWNW)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>T) Disabled Asian American Woman (DAW)</td>
<td>10</td>
</tr>
<tr>
<td>U) Disabled Black American Woman (DBW)</td>
<td>$31,637.65</td>
</tr>
<tr>
<td>V) Disabled Hispanic American Woman (DHWW)</td>
<td>10</td>
</tr>
<tr>
<td>W) Disabled Iberian Peninsula American Woman (DIW)</td>
<td>$31,637.65</td>
</tr>
</tbody>
</table>

---


<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>

**WBE TOTAL (Lines L - W)**  

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31,637.65</td>
</tr>
</tbody>
</table>

**MBE TOTAL (Lines A - W)**  

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31,637.65</td>
</tr>
</tbody>
</table>
### Fiscal Year Quarter 2nd Fiscal Year Period 2017 - 2018

**Agency Name:** Middlesex Community College  
**Prepared by:** Peter Furtani  
**Tel. #:** (860) 343-5733  
**E-mail:** pfurtani@mxcc.edu  
**Number:** CCC79100

| 1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET |
| Page 1 (Summary Page) From The Annual Goals Calculations Report |
| $23,814,864.00 |

| 2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS |
| $4,453,615.00 |

3) 25% of line #2 Total - Set Aside - Small/Minority Business Enterprises (Combined)  
$1,113,406.00

4) 25% of line #3 Total - Set Aside - Minority Business Enterprises only  
$278,361.00

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
</tr>
<tr>
<td>$994,744.14</td>
<td>277</td>
<td>$2,079,543.71</td>
<td>458</td>
</tr>
</tbody>
</table>

6) Total Agency FY Expenditures for Purchases and Contracts  
Combined TOTALS OF SBE AND MBE EXPENDITURES  
$91,996.80 | 61 | $231,676.52 | 94

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.  
PSE CATEGORIZED:

- A) American Indian (NI)
- B) Asian (A)
- C) Black (B)
- D) Disabled Individual (D)
- E) Hispanic (H)
- F) Iberian Peninsula (I)
- G) Disabled American Indian (DN)
- H) Disabled Asian American (DA)
- I) Disabled Black American (DB)
- J) Disabled Hispanic American (DH)
- K) Disabled Iberian Peninsula American (DI)
- L) Woman (W)
- M) Woman American Indian (NIW)
- N) Woman Asian (AW)
- O) Woman Black (BW)
- P) Woman Disabled (DWW)
- Q) Woman Hispanic (HW)
- R) Woman Iberian Peninsula (IW)
- S) Disabled American Indian Woman (NIW)
- T) Disabled Asian American Woman (AW)
- U) Disabled Black American Woman (DBW)
- V) Disabled Hispanic American Woman (DIW)
- W) Disabled Iberian Peninsula American Woman (DIW)

- MBE TOTAL (Lines A - W)  
$42,980.82 | $74,518.27 |

- WBE TOTAL (Lines L - W)  
$42,980.82 | $74,518.27 |
July 15, 2016

Bryan Bonina, President
The Congress of Connecticut Community Colleges
907 Wethersfield Avenue
Hartford, CT 06114

Dear Mr. Bonina:

The 2016 Affirmative Action Plan for the period of January 1, 2015 through December 31, 2015 for Middlesex Community College has been approved by the Connecticut Commission on Human Rights and Opportunities (CHRO).

The Affirmative Action Plan is available for review in the Human Resources office, or in the College library during normal business hours (Monday –Friday 8:00am-4:30pm).

If you have questions or concerns relative to the Affirmative Action Plan, please contact Anastasia Pych, Director of Human Resources at 860-343-5751.

Thank you in advance for your attention to this matter.

Sincerely,

[Signature]
Anna Wasescha, Ph.D.
President
July 15, 2016

Robert Augusta, President
Administrative Clerical - NP-3/Local 318 AFSCME
444 East Main Street
New Britain, CT 06051

Dear Mr. Augusta:

The 2016 Affirmative Action Plan for the period of January 1, 2015 through December 31, 2015 for Middlesex Community College has been approved by the Connecticut Commission on Human Rights and Opportunities (CHRO).

The Affirmative Action Plan is available for review in the Human Resources office, or in the College library during normal business hours (Monday –Friday 8:00am-4:30pm).

If you have questions or concerns relative to the Affirmative Action Plan, please contact Anastasia Pych, Director of Human Resources at 860-343-5751.

Thank you in advance for your attention to this matter.

Sincerely,

Anna Wasescha, Ph.D.
President
July 15, 2016

Ron McLellan, President
Connecticut Employees Union Independent
110 Randolph Road
Middletown, CT 06457

Dear Mr. McLellan:

The 2016 Affirmative Action Plan for the period of January 1, 2015 through December 31, 2015 for Middlesex Community College has been approved by the Connecticut Commission on Human Rights and Opportunities (CHRO).

The Affirmative Action Plan is available for review in the Human Resources office, or in the College library during normal business hours (Monday–Friday 8:00am–4:30pm).

If you have questions or concerns relative to the Affirmative Action Plan, please contact Anastasia Pych, Director of Human Resources at 860-343-5751.

Thank you in advance for your attention to this matter.

Sincerely,

Anna Wasescha, Ph.D.
President
July 15, 2016

John DISette, President
Administrative and Residual Employee Union
805 Brook Street (Building 4)
Rocky Hill, CT 06067

Dear Mr. DISette:

The 2016 Affirmative Action Plan for the period of January 1, 2015 through December 31, 2015 for Middlesex Community College has been approved by the Connecticut Commission on Human Rights and Opportunities (CHRO).

The Affirmative Action Plan is available for review in the Human Resources office, or in the College library during normal business hours (Monday–Friday 8:00am-4:30pm).

If you have questions or concerns relative to the Affirmative Action Plan, please contact Anastasia Pych, Director of Human Resources at 860-343-5751.

Thank you in advance for your attention to this matter.

Sincerely,

Anna Wasescha, Ph.D.
President