

EXTERNAL COMMUNICATION and RECRUITMENT STRATEGIES

Section 46a-68-80

Central Connecticut State University has put itself on public record that it is an Affirmative Action/Equal Employment Opportunity employer. Throughout the reporting period and prior to recruiting for position vacancies, the University initiates and undertakes aggressive positive relationship-building to ensure that affirmative action is more than a paper commitment. Consistent with this effort:

The University has developed a means of recruiting goal candidates for current positions. Recruitment strategies designed to ensure opportunities for all qualified applicants begin at the basic level of the employment process. The University's recruitment plan is designed to secure ongoing relationships and develop additional recruiting sources while cultivating recruitment programs as required by Subsection (c).

During the reporting period, the Chief Diversity Officer (CDO), with support from other University officials, maintains on a continuing basis, a list of individuals, publications, groups, and organizations, and a list of regular recruiting services representing protected groups. Written expression of the University's commitment to affirmative action and equal employment opportunity and notices of job availability are sent regularly to these recruitment resources which are capable of referring qualified applicants for employment. All advertisements and position announcements contain a statement of the University's commitment to affirmative action and equal employment opportunity. The newly formed Office of Equity and Inclusion staff (OEI) plan on continuing this recruitment process.

All employment advertisements contain a reference to the University's commitment to affirmative action and a statement that the University is actively seeking members of underrepresented groups to diversify its workforce. No advertisements exclude people by gender or age, except in the case of a bona fide occupational qualification or need.

The CDO, in conjunction with other members of the University community, makes personal contacts with local, state and national recruitment sources. These efforts are designed to maintain frequent contact with protected class groups, organizations and resource agencies. New contacts are continually sought.

Employment advertising publication sources include media that target an underutilized class audience in the labor market areas most relevant for filling a vacant office position or position classification.

The Chief Diversity Officer and ODE staff directly oversees all **Search committees**. The Office of Diversity and Equity (ODE) reviewed all notices of position vacancies, applications and the candidate pools to ensure that qualified goal applicants are included and selected for interview during the reporting period. When the candidate pool is void of qualified goal candidates, the ODE has sufficient time to request that the search be extended in order to engage in additional recruitment efforts. OIE plans on continuing to review all notices of vacancies, applications and the candidate pools to ensure that qualified goal applicants are included and selected for interview in future filing periods.

The University's recruitment strategies include placement goals for all job openings. Vacancy notices are posted in their respective occupational category on the University's web page. The ODE posts employment opportunity announcements from the University, other CSU universities, State agencies, local municipalities, and private sector employers on bulletin boards adjacent to its office and OEI will continue through the next reporting period.

The ODE staff reviewed resumes and applications of candidates, including goal candidates, to further ensure that the interview pools are diverse, as part of the University's recruitment plan. Where the staff found that the interview pools did not include goal applicants and were not diverse, the CDO or Associate reviewed other candidates for consideration.

Notices dated December 26, 2018 stating that the University is an Affirmative Action/Equal Employment Opportunity employer was sent to all unions that represent the University's employees for collective bargaining purposes. Such notice contains an invitation to review and comment on CCSU's Affirmative Action Plan. Copies of the union letters are included in the Affirmative Action Plan.

The Chief Financial Officer and the Chief Administrative Officer are responsible for overseeing contract compliance requirements covered by Conn. Gen. Stat. Sections 4a-60 and 4a-60a.

The University encourages and solicits the participation of minority business enterprises meeting qualifications established under Connecticut General Statute 4a-60g and 4a-61or 32-9e. All bidders, contractors, subcontractors and suppliers of materials and services to the University received notification of the University's Affirmative Action/Equal Employment Opportunity policy. The notice includes a statement that the University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials or found to be in violation of any state or federal antidiscrimination law.

Further, the University does not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials that discriminates against protected group members and promptly reports any behavior inconsistent with state or federal anti-discrimination law to the Commission on Human Rights and Responsibilities (CHRO) or other appropriate authorities for investigation. The University encourages bidders, contractors, subcontractors, and suppliers of goods and services to develop their own affirmative action plans.

The University engages in concerted agenda with the Department of Administrative Services (DAS), Permanent Commission on Women, Children and Seniors, Department of Labor (Job Service), Department of Economic and Community Development or any other pertinent agency to coordinate and unify the implementation of the above activities, and to eliminate unnecessary duplication of effort and expense.

In accordance with the State of Connecticut Records Retention guidelines, the University maintains the name and address of each organization, recruiting source, bidder, contractor, subcontractor, supplier of materials, publisher and union receiving notice of the agency policy, date of notice, and copies of all communication, statements, advertising and contract provisions with the above groups or individuals. Where the cooperation of another agency is essential to the implementation of activity undertaken pursuant to this section, the University shall keep record of each instance of contact with the agency whose cooperation is requested and the outcome thereof.

CONTRACT COMPLIANCE/SMALL BUSINESS SET-ASIDE ACTIVITIES

The Chief Diversity Officer worked with the Chief Finance and Chief Administrative Officers to ensure compliance with the Connecticut General Statute Section 46a-60, Contract Compliance.

In compliance with Section 46a-68-35, the University has consistently put itself on public record as being an affirmative action/equal opportunity employer.

Central Connecticut State University submitted its Small Business Enterprise (SBE) and Minority Business Enterprise (MBE) Set-Aside goals for fiscal year 2018-2019 to Department of Administrative Services (DAS) Business Network BIZNET and the Commission on Human Rights and Opportunities (CHRO).

The University received a notice August 28, 2019, which outlined its requests, the approved DAS goals, and an explanation of the course of action taken to establish the goals approved by DAS.

The University's SBE and MBE allocated funds for fiscal year 2018-2019 were \$1,394,252.00.

The goal for SBE was \$348,563 and the goal for MBE was \$87,140.75. At the close of the fourth quarter of the fiscal year, the SBE expenditures totaled \$6,855,146.43 (approximately 1966.68% of the established SBE set aside allocation) and the SBE expenditures and the MBE expenditures totaled \$2,067,587.66 (approximately 2372.70% of the established SBE/MBE set aside goal) both of which exceed the goals set for the fiscal year 2018-2019.

During this reporting period, the Purchasing Manager continued to implement proactive measures designed to encourage SBE expenditures. These measures included reviewing the list of vendors to ensure that SBEs were properly identified as set-asides and letters were sent to companies making them aware of the set-aside program as well as encouraging them to become certified through the DAS Business Network BIZNET. In addition, internal purchase-card (P-Card) users were encouraged to use SBEs when making purchases. Those purchases to SBEs were manually extracted from the University's P-Card expenditures.

All bidders, contractors, subcontractors and suppliers of goods and services to the University were notified of the University's policy that it would not do business with anyone who discriminates against protected class members. The following statement was included in all bids and on all purchase orders –

Nondiscrimination Statement Central Connecticut State University is an affirmative action equal opportunity institution. The University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law. All bidders, contractors, and suppliers of materials have been made aware of the University's affirmative action policy. Every formal bid contains contract compliance regulations and bidder contract compliance report forms. A requirement to comply with C.G.S. Section 4a-60 is provided to every recipient a Request for Proposal (RFP). In addition the content of C.G.S. Section 4a-60 is printed on the reverse of every purchase order, as well as any other agreement entered into between CCSU and another party in which review and approval of the Attorney General Office is conducted. The University will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials who discriminates against members of any class protected under Sections 4a-60 and 4a-61a of the Connecticut General Statutes.

For every RFP and RFQ issued, the University sent invitation to bid notices to the DAS Business Network BIZNET, which electronically distributes said bid notices to all minority businesses who are registered with BIZNET.

During this reporting period, invitations to bid notices were placed in the DAS Business Network BIZNET and the CCSU Purchasing websites. During this reporting period, the Purchasing Department maintained a web page at <http://www.ccsu.edu/purchasing/currentBids.html>, which listed all of the University's currently available bidding opportunities. In addition, it provided links to the DAS web page, where SBEs can find information regarding state procurement opportunities, assistance for set-aside contractors interested in securing state contracts, a complete description of the Set-Aside Program, and how to become certified. The web page also included the Purchasing Policies and Procedures Manual so that potential bidders could obtain information regarding the processes, procedures, and regulations associated with the acquisition of products and services for the University.

GOOD FAITH EFFORTS

As required in Section 46a-68-92, the University has engaged in the initiatives articulated in subsection (a) to (d), inclusive, of this section:

RECRUITMENT ACTIVITIES DURING THIS REPORTING PERIOD

The University developed recruitment strategies that ensure opportunities for all qualified applicants, including underutilized groups as required under Subsection (B). Throughout the reporting period and prior to recruiting for position vacancies, the University initiated and engaged in aggressive positive relationship-building activities.

The University utilized search committees to fill all unclassified vacancies. Each search committee was required to develop a search plan designed to reach a broad and diverse pool of potential applicants. Further, the search committee was instructed by the chief diversity officer to make every effort to recruit underutilized and underrepresented applicants. Those efforts included aggressive advertising, sending letters with the position description to appropriate institutions, including those that have significant populations of minorities, recruiting potential minority applicants through professional organizations and at professional meetings, and networking with individuals who are likely to have contact with underutilized members.

The Chief Diversity Officer advised executive, faculty, and administrative search committees to extend searches and re-examine recruitment methods during the reporting period and the new OEI staff will continue with the same practice in future plans. The search committees were able to expand recruitment to enhance demographics of the applicant pool with the approval of the Chief Diversity Officer. A search may be extended or canceled if a diverse pool of applicants is not identified.

Faculty and administrative employment opportunities were advertised locally as well as nationally in order to attract large and diverse pools of applicants. Advertisements were placed in local newspapers, such as the Hartford Courant, New Britain Herald, etc. To reduce advertisement costs the University is purchasing annual subscriptions to the following: *Highered.jobs.com* and *Diversejobs.com*. This allows the University to post unlimited advertisements for its positions.

Vacancies in classified occupational categories were posted within the University. In addition, notices of the vacancies were sent to other CSU universities, state agencies, local and regional newspapers, the State of Connecticut Job Service, the DAS website, all unions representing qualified staff, and a number of community agencies representing protected groups. All classified positions were filled through the JobAps System coordinated through the Department of Administrative Services (DAS) and this State-wide system advertises on many social media sites to attract a wide range of diverse applicants.

The University posted notice of all vacancies in their respective occupational category on its web page at <http://www.ccsu.edu/HumanResources/jobs.html>. The University also advertises on the Connecticut state Colleges and Universities (CSCU) website with all of the other Connecticut State Universities.

As indicated above, the Office of Diversity and Equity posted employment opportunity announcements from the University, other CSU universities, State agencies, local municipalities, and private sector employers on bulletin boards adjacent to its office. Copies of these announcements as well as other equal employment opportunity information were provided upon request during the reporting period and the newly named Office of Equity and Inclusion (OIE) plans on continuing to post job opportunities for the campus community.

Continuous contact was made with recruiting sources and organizations capable of recruiting underutilized group members for employment. The list of recruiting sources was annually updated. Members of the University continue to meet with officials from community, social and religious organizations to discuss community building, which included recruitment for employment opportunities.

To continue to enhance the recruitment program, the Office of Diversity & Equity and Human Resources worked directly with the SUOAF/AFSCME Minority Recruitment and Mentoring Committee (MRMC) and AAUP Minority Recruitment and Retention Committee (MRRRC) to develop strategies to attract a diversified pool of applicants for employment.

The **AAUP (Faculty) MRRRC** is charged with the responsibility of assisting search committees to recruit members of minorities and other protected groups; to assist the University in retaining such members; and to engage in such other actions as will make the above purposes. Last year the University awarded \$38,335.00 to seven male and nine female minority faculty in the following disciplines: History, Chemistry and Biochemistry, Psychological Science, Computer Electronics & Graphics Technology, Modern Languages, Physical Education Human Performance, Social Work, Manufacturing & Construction Management, Economics, Counselor Education & Family Therapy, Physics & Engineering Physics, Communication, Anthropology, and Educational Leadership, Policy & Instructional Technology.

The **SUOAF/AFSCME MRMC** (Professional Non-Faculty) is charged with the responsibility for identifying and recommending qualified minority candidates to search committees after the promotional process has been followed. The committee ensures that mentoring arrangements are available for newly appointed minority employees. The mentors are charged with responsibility for enhancing the professional development of minority employees during the first 1-6 years of their appointments and during the first three years in a new position or reassignment. The program eligibility was changed from three to six years and it now includes employees who are promoted to a higher-level position. During the reporting period, 32 members attended a number of presentations 1) MRMC Mentoring Luncheon, 2) presentation to new members on the MRMC/union resources and 3) MRMC Financial Retirement & State Options Planning. In addition, thirteen (13) members of color received funding to participate in professional development activities. The committee also contributed to several recruitment subscriptions.

The Chief Diversity Officer attended many conference, seminars and workshops that focused on Affirmative Action., Equal Employment Opportunity, Diversity, Equity and Inclusion and also on Title IX during the reporting period. When possible, the CDO or the Diversity Associate attend scheduled meetings of both the Connecticut Association of Diversity and Equity Professionals (CADEP) and the CSU Diversity and Equity Officers group as meetings are scheduled.

The following publications, web sites and organizations are representative of those used for the publication of advertisements, notices posted on web pages, and distribution of employment opportunity announcements. The numbers in this plan are reflective of an annual recruitment period. The University typically posts all faculty and administrator positions in these three publications: *Chronicle of Higher Education*, *Diversejobs.com*, and *higheredjobs.com*. Additionally, staff and faculty share the postings with other colleagues in the field or academic discipline.

Unclassified Job Advertisements

- 1 Association of College Unions International
- 2 Email to CCSU Student Center Listserv
- 3 Hispanic Outlook in Higher Education
- 4 JERRY-P-BECKER-MTE-L@listserv.siu.edu
- 5 National Economic Association (formerly the Caucus of Black Economists) ListServ (Dept.)
- 6 Society for Neuroscience (NeuroJobs Board)
- 7 Academy of Management Job Bank
- 8 Adverse Childhood Experiences (ACE)

- 9 American Association of Collegiate Registrars & Admissions Officers (AACRAO)
- 10 American Collegiate Hockey Association (ACHA)
- 11 American Counseling Association (ACA)
- 12 American Counseling Association (ACA)
- 13 American Society of Criminology (ASC) ListServ
- 14 American Society of Criminology
- 15 American Society of Hispanic Economics
- 16 American Society of Hispanics Economists ListServ (Dept.)
- 17 Association for Compliance and Senior Woman Administrator
- 18 Association for Psychological Science (APS Employment Network)
- 19 Association of American Medical Colleges (AAMC)
- 20 Association of College Unions International (ACUI)
- 21 Association of Community & Continuing Education (ACCE) ListServ
- 22 Association of International Education (NASFA)
- 23 Association of Mathematics Teacher Educators (AMTE) Job Listings
- 24 Association of Registered Investment Advisors (ARIA) aria.org
- 25 Central Connecticut State University (CCSU) Web Page
- 26 Chronicle of Higher Education
- 27 Civilian Conservation Corps (CCC) ListServ and other composition-related distribution lists
- 28 College Libraries ListServ
- 29 College Music Society
- 30 Communication Systems and Network Technologies (CSNT) ListServ
- 31 Communications of the Association for Computing Machinery (ACM)
- 32 Connecticut State Colleges and Universities (CSCU) Web Page
- 33 Connecticut Association of Educational Opportunity Programs (CAEOP)
- 34 Connecticut League for Nursing
- 35 Connecticut Society of Certified Public Accountants (CTCPA)
- 36 Council on Social Work Education (CSWE)
- 37 Counseling Today
- 38 CT Association of Diversity & Equity Professionals (CADEP) email distribution
- 39 CT Association of Educational Opportunity Programs (CAEOP)
- 40 Department of Administrative Services (DAS)
- 41 Diverse.com
- 42 Diversejobs.net
- 43 Diversity.com
- 44 DRJOBS.US
- 45 Early Childhood and/or Infant/Toddler Mental Health Conferences
- 46 E-mail distribution to all colleagues and friends of the faculty
- 47 Email distribution to local (CT) Chemistry/biochemistry chairs at local universities
- 48 Engineering Technology Division (ETD) Listserv
- 49 Facebook groups related to Student Affairs and Higher Education
- 50 Faculty and Staff Networking and attendance/distribution of position announcements at Conferences

- 51 Graduate Alumni Mailing Lists
- 52 Hartford Courant
- 53 Higheredjobs.com
- 54 History h-net listserv
- 55 <https://careers.primr.org/jobs>
- 56 Indeed.com
- 57 International Personnel Management Association (IPMA-HR) CT Chapter website
- 58 Job Openings for Economists (JOE)
- 59 Journal of Blacks in Higher Education
- 60 MathJobs.org
- 61 MDJOBSITE.com
- 62 Militarymedical.com
- 63 Modern Language Association (MLA) Job Information List
- 64 National Association for College Admission Counseling (NACAC)
- 65 National Association of College and University Business Officers (NACUBO)
- 66 National Association of Collegiate Director of Athletics (NACDA) Career Center (jobcenter.nacda.com/employers)
- 67 National Association of Student Personnel Administrators (NASPA)
- 68 National Collegiate Athletic Association (NCAA) Market (<https://ncaamarket.ncaa.org>)
- 69 National Collegiate Athletics Association (NCAA) News
- 70 National Council of Teachers of Mathematics (NCTM) Website
- 71 National Intramural and Recreational Sports Association (NIRSA) Job Board
- 72 National Research Service Awards (NRSA) website
- 73 New England Association of Collegiate Registrars a& Admissions Officers (NEACRAO)
- 74 New England Commission on Higher Education (NECHE) List Serve
- 75 New England Educational Opportunity Association website
- 76 Northeast Conference (NEC) members. The NEC will distribute the ad to the other 30 Division I conferences.
- 77 Psychology Academic job search
- 78 Public Responsibility in Medicine and research (PRIM&R)
- 79 Regional mailing list that Student Center staff maintains of college unions
- 80 Science Magazine
- 81 Society for Teaching of Psychology discussion/job board/listserv
- 82 Special Interest Group on Computer Science Education (SIGCSE) mailing list
- 83 StudentAffairs.com
- 84 Targeted Social Media Sites
- 85 Technology Association ListServ
- 86 University Council for Educational Administration (CEA) Job Postings
- 87 Various other ListSers from CLASS disciplines
- 88 Women in Higher Education
- 89 Women Leaders in College Sports (<https://www.womenleadersincollegesports.org/>)
- 90 Works Progress Administration (WPA) ListServ and other composition-related distribution lists

December 26, 2018

Mr. John DiSette, President
A & R Local 4200
805 Brook Street (Bldg 4)
Rocky Hill, CT 06067

Dear Mr. DiSette:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File

December 26, 2018

Mr. Jody Barr, Executive Director
SUOAF-AFSCME Council 4
444 East Main Street
New Britain, CT 06051

Dear Mr. Barr:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

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Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File



December 26, 2018

Mr. Sal Luciano, Executive Director
AFSCME CT Council 4
444 East Main Street
New Britain, CT 06051

Dear Mr. Luciano:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

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Sincerely,

Rosa Rodriguez
Chief Diversity Officer/ Title IX Coordinator

cc: President Toro
File

1615 Stanley Street P.O. Box 4010 - New Britain, CT 06053 - E: 860-832-1653 F: 860-832-2146 - www.ccsu.edu
CCSU's an Equal Opportunity Employer/Educator



December 26, 2018

Mr. Dave Glidden, Executive Director
CSEA/SEIU Local 2001
760 Capital Avenue
Hartford, CT 06106

Dear Mr. Glidden:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

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1615 Stanley Street - P.O. Box 4010 - New Britain, CT 06053 - E: 860-832-1653 F: 860-832-2146 - www.ccsu.edu
CCSU's an Equal Opportunity Employer/Educator



Central Connecticut State University

December 26, 2018

Mr. Ron McLellan, President
Connecticut Employees Union Independent
P.O. Box 1268
Middletown, CT 06457

Dear Mr. McLellan:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

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Rosa Rodriguez
Chief Diversity Officer/ Title IX Coordinator

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File

1615 Stanley Street - P.O. Box 4010 - New Britain, CT 06053 - F: 860-832-1653 - E: 860-832-2146 - www.ccsu.edu
CCSU is an Equal Opportunity Employer/Institution



Central Connecticut State University

December 26, 2018

Ms. Elena Tapia, President
CSU-AAUP Office
Central Connecticut State University
Marcus White 316, 319 & 322
1615 Stanley Street
New Britain, CT 06050

Dear Ms. Tapia:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

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CCSU is an Equal Opportunity Employer/Institution



December 26, 2018

Mr. Glenn Teielecki, President
Connecticut Police & Fire Union
50 Columbus Blvd.
Hartford, CT 06106

Dear Mr. Teielecki:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

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Rosa Rodriguez
Chief Diversity Officer/ Title IX Coordinator

cc: President Toro
File

C19-002



Connecticut State Department of Administrative Services

- Job Openings >
- My Applications >
- New User Registration >
- Job Classes >
- Interest Cards >
- Closed Jobs >

Secretary 2

Central Connecticut State University

Recruitment #180726-7539CL-001

Location	New Britain, CT
Date Opened	8/14/2018 12:00:00 AM
Salary	\$48,721 - \$61,092/Year
Job Type	Open to Statewide Employees
Close Date	8/27/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications from State employees who meet the qualifications for lateral transfer or promotion for a Secretary 2 position. This position is located in the School of Education and Professional Studies, and is a full time (40 hours per week) position on first shift.

The incumbent in this position is accountable for independently performing a full range of Secretary 2 duties in the School of Education and Professional Studies - Dean's office.

SELECTION PLAN

All applicants must include a resume within the "Resume Tab" of their application.

In order to be considered for this job opening, you must be a current state employee, who has permanent state status and meet the Minimum Qualifications as listed on the job opening.

You must specify your qualifications on your application. Should you have questions pertaining to this recruitment, please contact Kathy Callahan at KCallahan@ccsu.edu.

8. OFFICE MANAGEMENT: Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

All candidates for employment at Central CT State University are subject to a pre-employment background investigation including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. Later in the recruitment process, current BOR employees may be required to provide their two most recent performance appraisals.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

EXAMPLES OF DUTIES

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. TYPING: Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. FILING: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. CORRESPONDENCE: Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
4. REPORT WRITING: Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included.
5. INTERPERSONAL: Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.
6. PROCESSING: Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.
7. PERSONAL SECRETARY: Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.

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Connecticut State Department of Administrative Services

Mail Handler (37.5 Hour)
Central Connecticut State University
Recruitment #180808-5499TC-001

Location New Britain, CT
Date Opened 8/14/2018 12:00:00 AM
Salary \$36,847 - \$46,661/year
Job Type Open to Statewide Employees
Close Date 8/23/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Mail Handler position. This position is located in CCSU Mail Services, and is a full time (37.5 hours per week) position on first shift. The incumbent in this position is accountable for independently performing a full range of Mail Handler duties including the receipt, processing and distribution of mail.

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inserters, and weight scales; weighs and stamps postaged, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; may maintain daily cash records; schedules vehicle maintenance; provides postal service assistance to customers; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able

In accordance with the Maintenance bargaining unit contract, applications for transfer/promotion from CSCU Board of Regents Institution employees will have preference over new hires.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State employee. This position will be filled in accordance with Reemployment/SEBAC, transfer, promotion and merit employment rules. Candidates that meet the Minimum Qualifications as listed on the job opening must specify their qualifications on their application.

A valid driver's license is required.

All candidates for employment at Central CT State University are subject to a pre-employment background investigation including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. Later in the recruitment process, current BOR employees may be required to provide their two most recent performance appraisals.

Should you have questions pertaining to this recruitment, please contact Kathy Callahan at KCallahan@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of tasks in the receipt, processing and distribution of mail.

EXAMPLES OF DUTIES

Sorts, distributes and routes incoming and interoffice mail, operates automatic postage application equipment, mail

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to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weight.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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C19-018



Connecticut State Department of Administrative Services

Telecommunications Dispatcher

Central Connecticut State University

Recruitment #181015-1336CL-001

Location	New Britain, CT
Date Opened	10/15/2018 1:00:00 PM
Salary	\$44,601 - \$58,489/year
Job Type	Open to the Public
Close Date	10/27/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Telecommunications Dispatcher position. This full time (40 hours per week) position is located in the CCSU Police Department. The incumbent is accountable for independently performing a full range of dispatcher duties serving as a communications link between the university, other public safety agencies and the public. The work schedule will include weekends, evenings, and holidays. The candidate must pass a thorough background investigation and a physical examination.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181015&R2=1336CL&R3=001> 10/17/2018

Job Opening: Telecommunications Dispatcher - Department of Administrative Services Page 3 of 5

refers to appropriate personnel; may monitor other state and local police, fire and medical radio frequencies; may perform varied clerical and statistical work; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of and ability to operate and monitor communications equipment; knowledge of terminology and coding used in radio communications; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to communications; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations; ability to speak proper English and enunciate clearly; ability to function and react calmly, effectively and efficiently under stress; ability to think and act quickly in emergency situations with judgment and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) year of experience in dispatching and operation of communication equipment.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

- Current and valid Telecommunicator Certification
- Training and certification in NCIC

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SELECTION PLAN

Should you have questions pertaining to this recruitment, please contact Mary Cavanaugh at cavanaughm@ccsu.edu, (860) 832-1856.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At the Connecticut State University System, Department of Mental Health and Addictions Services, Connecticut Valley Hospital and the University of Connecticut Health Center this class is accountable for providing a communications link between agency units and/or divisions, other public safety agencies and the public.

EXAMPLES OF DUTIES

Receives, transmits and relays police, fire, medical and other emergency information to and from appropriate personnel; provides appropriate dispatch responses to calls such as: traffic accidents and injuries on state property and police, fire and medical emergencies; determines and evaluates emergency or non-emergency situations, prioritizes and takes appropriate action including interpreting and relaying information to offsite personnel; operates communications equipment such as: computer, radio, telephone and related communications equipment; operates computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems; operates VOTER system to determine radio transmission capability; monitors various cameras and alarm systems within the agency complex; logs communications received during shift and maintains records for purpose of ready identification; advises other agencies on incidents of special concern; contacts and may coordinate with agency units and/or outside agencies such as: State Police and local public safety agencies; independently responds to calls from the general public and

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Job Opening: Telecommunications Dispatcher - Department of Administrative Services Page 4 of 5

- Training and certification in COLLECT
- Training and certification in any other related systems

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required to possess and retain certification as a Telecommunicator.
2. Incumbents in this class may be required to receive within three (3) months of appointment and retain certification in NCIC and COLLECT systems.
3. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.

CHARACTER REQUIREMENTS

In addition to the checking of references and facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

PHYSICAL REQUIREMENTS

A physical examination may be required by the appointing authority. Applicants for this class must possess normal hearing and vision.

WORKING CONDITIONS

Incumbents in this class may be required to work in tiring positions for long periods of time.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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C19-020



Connecticut State
Department of Administrative Services

Storekeeper Assistant (37.5 Hour)

Central Connecticut State University

Recruitment #181019-8131TC-001

Location New Britain, CT

Date
Opened 10/20/2018 12:00:00 AM

Salary \$34,852 - \$43,551/year

Job Type Open to Statewide Employees

Close
Date 11/4/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for Storekeeper Assistant positions. These full time (37.5 hours per week) positions are located in the CCSU Receiving and Stores Department. The incumbents are accountable for independently performing a full range of basic tasks in the receiving, storing and issuing of materials and supplies.

KNOWLEDGE, SKILL AND ABILITY

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER

SELECTION PLAN

In order to be considered for this job opening, you must be a current state employee, who has permanent state status and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for performing a full range of basic tasks in the receiving, storing and issuing of materials and supplies.

EXAMPLES OF DUTIES

Performs routine stores tasks, with related duties in recordkeeping, requisitioning, or inventory control; receives materials and supplies, unpacks, counts, weighs, picks, and damage or non-conformance with order, wraps, picks, and assembles items; cleans and maintains shelves, bins and other storage space; may operate simple material handling equipment and assist in keeping inventory; in a small agency with limited stores work, may spend a minor part of time in such areas as mail and messenger service or duplicating and reproduction services; in the Department of Motor Vehicles, performs work involving the handling of markers and related tasks, including mailing; in a film library, maintains loan records, performs minor maintenance and repair of audio/visual equipment and film; may receive training in data entry; may drive motor vehicles as assigned; performs related duties as required.

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Connecticut State
Department of Administrative Services

C19-021

Custodian (37.5 Hour)
Central Connecticut State University
Recruitment #181023-0429TC-002

Location	New Britain, CT
Date Opened	10/23/2018 1:00:00 PM
Salary	\$34,852* - \$43,551/year
Job Type	Open to the Public
Close Date	11/6/2018 11:58:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for Custodian positions. These full time (37.5 hours per week) positions are located in the CCSU Custodial Services Department. The Incumbents are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

SELECTION PLAN

KNOWLEDGE, SKILL AND ABILITY

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate current/recent experience in an institutional/commercial type work environment performing custodial tasks and various maintenance services with their submitted application.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
2. A physical examination may be required.

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

EXAMPLES OF DUTIES

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER

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Connecticut State
Department of Administrative Services

C19-022

General Trades Worker (37.5
Hour)

Central Connecticut State University

Recruitment #181030-0382TC-001

Location	New Britain, CT
Date Opened	10/30/2018 4:00:00 PM
Salary	\$43,689 - \$56,913/year
Job Type	Open to the Public
Class Date	11/13/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for General Trades Worker positions. These full time (37.5 hours per week) positions are located in CCSU General Trades within Facilities Management. The incumbents are accountable for independently performing a full range of highly skilled trades duties in various trade areas.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in one or more trade areas.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

CHARACTER REQUIREMENTS

At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background

SELECTION PLAN

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for performing highly skilled trades duties in various trade areas.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:



Connecticut State
Department of Administrative Services

C19-023

General Trades Worker (37.5
Hour)

Central Connecticut State University

Recruitment #181030-0382TC-001

Location	New Britain, CT
Date Opened	10/30/2018 4:00:00 PM
Salary	\$43,689 - \$66,913/year
Job Type	Open to the Public
Close Date	11/13/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for General Trades Worker positions. These full time (37.5 hours per week) positions are located in CCSU General Trades within Facilities Management. The incumbents are accountable for independently performing a full range of highly skilled trades duties in various trade areas.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in one or more trade areas.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

CHARACTER REQUIREMENTS

At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background

SELECTION PLAN

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for performing highly skilled trades duties in various trade areas.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:



Connecticut State
Department of Administrative Services

C19-024

Qualified Craft Worker (Locksmith) (37.5 Hour)

Central Connecticut State University

Recruitment #181030-6729TC-001

Location	New Britain, CT
Date Opened	10/30/2018 3:00:00 PM
Salary	\$50,326 - \$64,892/year
Job Type	Open to the Public
Close Date	11/13/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Qualified Craft Worker - Locksmith. This full time (37.5 hours per week) position is located in the CCSU Facilities Management Key Shop. The incumbent is accountable for independently performing a full range of highly skilled duties in the maintenance, repair and installation of locks and door closing equipment as well as provide support to other skilled areas as needed.

Considerable knowledge of and ability to apply standard tools, materials, methods and practices of locksmithing; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in locksmithing.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in locksmithing.

NOTE: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experiences.
3. Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

SPECIAL REQUIREMENTS

SELECTION PLAN

Candidates must possess and retain a valid driver's license, and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, this class is accountable for performing a full range of highly skilled locksmith duties.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in locksmithing; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required. Maintains, repairs and installs locking, mechanical and electronic door closing equipment; makes new or duplicate keys and changes lock combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

KNOWLEDGE, SKILL AND ABILITY

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in locksmithing.

2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

CHARACTER REQUIREMENTS

At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class.

2. A physical examination may be required.

WORKING CONDITIONS

1. Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.

2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

CONCLUSION

C19-025

Lead Custodian (37.5 Hour)

Central Connecticut State University

Recruitment #181101-0428TC-001

Location	New Britain, CT
Date Opened	11/2/2018 12:00:00 AM
Salary	\$36,847 - \$46,661/year
Job Type	Open to Agency Employees
Close Date	11/16/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Lead Custodian position. This full time (37.5 hours per week) position is located in the CCSU Custodial Services Department. The work schedule is 9:00 am - 5:00 pm Sundays, and 6:00 am - 2:00 pm Monday-Thursday. The incumbent is accountable for acting as a working supervisor for a crew of custodians engaged in the maintenance of university buildings.

SELECTION PLAN

In order to be considered for this job opening, you must be a current employee of the Board of Regents, Connecticut State Colleges and Universities, who has permanent state status, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENTS

- Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.
- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties.
- A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or assaultive and/or abusive patients or clients.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for acting as a working supervisor for a crew of Custodians engaged in the cleaning of buildings.

EXAMPLES OF DUTIES

Plans crew workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; ensures supplies and equipment for crew are adequate by reporting shortages to supervisor; performs full range of duties as outlined in Custodian class specification; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Apply Online</div>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F
Powered by JobAps



C19-026
Serv. Maint.

Department of Administrative Services

Power Plant Operator - Energy Center (40 Hour) (9324FM)

\$26.04-\$34.84 Hourly / \$2,165.26-\$2,771.00 BiWeekly / \$56,262.03-\$72,323.10 Yearly

Notify Me when a Job Opens for the above position(s)

PURPOSE OF JOB CLASS (NATURE OF WORK)

At Central Connecticut State University this class is accountable for independently performing a full range of duties in the cogeneration power plant.

SUPERVISION RECEIVED

Works under the general supervision of a Lead Power Plant Operator - Energy Center or other employee of higher grade.

EXAMPLES OF DUTIES

Performs highly skilled duties to ensure safe operation of multiple power plant equipment for economic and efficient production of high pressure steam, electrical power and chilled water to meet energy needs; tours plant to observe operation of equipment and detect faulty or erratic operation of systems such as reciprocating engines, boilers, steam absorption chillers, electric chillers, pumping systems, large motors, cooling towers, medium voltage switch gear systems, urea and ammonia systems; uses visual and audio observation to monitor vendor and manufacturer calibrated settings in accordance with state and federal regulations; records performance indicators on log deficiency report; makes preventive maintenance repairs such as: changing fan belts, valves, gauges, greasing of motors and minor plumbing; samples and performs a chemical test to eliminate hardness in water; cleans pumps; applies lock out tag out procedure when necessary; adds sand to lower water filters; replaces filters; compares logged deficiencies with distributed control system pre-set control points in control software in control room; makes adjustments to control system's set points for proper equipment performance; makes adjustments to maintain electrical production to a defined kilowatt measurement to minimize commercial power consumption; monitors control system for necessary production process control and performance; refers to defined ranges set by vendor and in accordance with state and federal regulations; detects faulty and erratic equipment operations through improper reads on display screens and responds to equipment site to diagnose and repair equipment problems; contacts supervisor and or outside vendor to repair as appropriate or to follow power outage procedures; prepares reports as required; monitors energy management system for building environmental controls; records critical data and contacts appropriate trade worker for repairs; takes general maintenance phone calls and directs calls to appropriate trade worker and completes work orders if necessary; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of theory and application of high pressure boilers, heat recovery steam generators, reciprocating engines and auxiliary systems; knowledge of industrial instrumentation and control systems; interpersonal skills;

<https://www.jobspcloud.com/CT/specs/classspccdisplay.asp?ClassNumber=9324FM&R1...> 11/7/2018

EFFECTIVE DATE

12/23/2018

CLASS: 9324FM; EST: 4/13/2007; REV: 12/23/2018;

<https://www.jobspcloud.com/CT/specs/classspccdisplay.asp?ClassNumber=9324FM&R1...> 11/7/2018

oral and written communication skills; ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams; ability to apply some principles of physics, chemistry, thermodynamics, heat transfer, fluid flow and combustion; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience in a cogeneration power plant or industrial setting including the operation, maintenance and repair of high pressure steam boilers, heat recovery steam generators or other mechanical equipment.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma in a related field may be substituted for two (2) years of the General Experience.
2. College training in mechanical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of three (3) years for a Bachelors degree.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights, use protective equipment such as respirators and safety goggles and may be exposed to significant levels of noise, dust, heat and risk of injury from equipment and or environmental conditions.

JOB CLASS DESIGNATION

Classified/Competitive

OCCUPATIONAL GROUP

(16)-Labor-Trades, Laundry

BARGAINING UNIT

(08)-SERVICE/MAINT (NP-2)

EEO

(8)-Service Maintenance

SALARY INFORMATION

FM 19

CANCELLATION CLAUSE

This replaces the existing specification for the classes of Power Plant Operator-Energy Center and Power Plant Operator-Energy Center (RC) in Salary Groups FM 16/FM 19 approved effective November 29, 2013. (Revised to remove (RC) from Class Code 9324 and Inactive Class Code 9328)

<https://www.jobspcloud.com/CT/specs/classspccdisplay.asp?ClassNumber=9324FM&R1...> 11/7/2018

Connecticut's
Official
State Website

C19-029



Connecticut State
Department of Administrative Services

Police Sergeant

Central Connecticut State University

Recruitment #181204-9024PS-001

Location	New Britain, CT
Date Opened	12/5/2018 12:00:00 AM
Salary	\$60,655* - \$61,178/year (*New State Employees start at minimum salary range)
Job Type	Open to the Public
Close Date	12/12/2018 11:59:00 PM

INTRODUCTION



<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181204&R2=9024PS&R3=001> 12/5/2018

training of departmental personnel; may serve as dispatcher; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience as a Police Officer in an organized police department or within state service.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

A Bachelor's degree may be substituted for one (1) year of the General Experience.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted application:

- Rank of Sergeant or above
- CT P.O.S.T.C. Certified

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181204&R2=9024PS&R3=001> 12/5/2018

The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Police Sergeant. These positions are full time (40 hours per week).

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, college or university this class is used in two ways:

1. Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
2. Assisting a Lieutenant in supervising operations of a facility protective services operation.

EXAMPLES OF DUTIES

Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181204&R2=9024PS&R3=001> 12/5/2018

- CT P.O.S.T.C. Certified Instructor

SPECIAL REQUIREMENTS

1. Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
2. Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct". (Connecticut General Statutes 29-18 and/or 10a-142)
3. Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
4. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
5. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
6. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
7. Incumbents in this class must be eligible and qualified to bear arms.
8. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

All candidates for employment at Central Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181204&R2=9024PS&R3=001> 12/5/2018

C19-034



Connecticut State
Department of Administrative Services

Planetarium Technician (37.5 Hour)

Central Connecticut State University
Recruitment #181207-6291TC-001

Location	New Britain, CT
Date Opened	12/10/2018 12:00:00 AM
Salary	\$50,326* - \$64,882.17 (*New State Employees start at minimum salary range.)
Job Type	Open to the Public
Close Date	12/24/2018 11:59:00 PM

INTRODUCTION



<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181207&R2=6291TC&R3=001> 12/10/2018

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply the principles and practices of the operation of an observatory/planetarium; knowledge of the planning and producing of planetarium shows; knowledge of basic computer programming; some knowledge of astronomical telescopes and astrophotography; considerable oral and written communication skills; interpersonal skills; ability to fabricate repair and maintain electronic mechanical and electrical planetarium equipment and devices; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in a planetarium or observatory as a technician, observer, or lecturer involving repair and maintenance of planetarium equipment and production of planetarium shows.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in astronomy, the physical sciences, or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181207&R2=6291TC&R3=001> 12/10/2018

The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Planetarium Technician. This position is full time, 37.5 hours per week - including evenings and weekends to accommodate program needs.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At Central Connecticut State University, this class is accountable for operating a planetarium or observatory, producing planetarium shows, and maintaining and repairing electronic, mechanical, and electrical planetarium equipment.

EXAMPLES OF DUTIES

Plans, organizes, and produces planetarium shows for students and the public; repairs, maintains, and operates planetarium and/or observatory equipment (telescopes, optics, etc.); designs and builds new planetarium and/or observatory equipment; advises the director on show production; orders necessary supplies and equipment; interfaces with contractors and vendors that service the planetarium and/or observatory; trains and supervises part-time technicians and support staff; writes programs for storage and retrieval for planetarium shows; recommends long-range show production schedules; schedules planetarium shows; assists with the preparation of proposals for grants, endowments, etc.; executes live and taped planetarium shows; interfaces with students, faculty, the public, and the news media on matters relating to the planetarium; assists with the planning, administration and teaching of outreach programs for school systems as assigned by the director; performs related duties as required.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181207&R2=6291TC&R3=001> 12/10/2018

- BS in Earth Science, Astronomy or related discipline
- Experience in operation and maintenance of Spitz 512 optical-mechanical star projector and related equipment (including audio-visual)
- Knowledge of the operation and maintenance of both manually operated and computer-driven astronomical telescopes

SPECIAL REQUIREMENTS

Candidates must pass a thorough background investigation as well as a physical examination.

WORKING CONDITIONS

Incumbents may be exposed to some risk of injury from equipment.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181207&R2=6291TC&R3=001> 12/10/2018

C19-037



Connecticut State
Department of Administrative Services

Office Assistant

Central Connecticut State University

Recruitment #181210-7086CL-001

Location	New Britain, CT
Date Opened	12/10/2018 12:00:00 PM
Salary	\$40,901* - \$53,863/year (*New State Employees start at the minimum of salary range)
Job Type	Open to the Public
Close Date	12/18/2018 11:59:00 PM

INTRODUCTION



<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018

4. **REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
5. **INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

KNOWLEDGE, SKILL AND
ABILITY

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018

The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Office Assistant in the Police Department. This position is full time (40 hours per week) Monday - Friday 8:00 a.m. - 5:00 p.m.

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

SELECTION PLAN

Please ensure that your application is complete. You will be unable to make revisions once you officially submit your application to the State of Connecticut. Candidates who submit an untimely, incomplete or inaccurate application will not be considered for this employment opportunity.

PURPOSE OF JOB CLASS
(NATURE OF WORK)

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

EXAMPLES OF DUTIES

1. **TYPING:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
3. **CORRESPONDENCE:** Composes routine correspondence.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM QUALIFICATIONS -
GENERAL EXPERIENCE

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS -
SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

PREFERRED
QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

- Experience working in a Police Department
- Experience in COLLECT and/or NCHC
- Experience utilizing Law Enforcement Administrations System (L.E.A.S.)

SPECIAL REQUIREMENTS

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018



C19-039



Connecticut State
Department of Administrative Services

Secretary 2

Central Connecticut State University (CCSU)

Recruitment #181228-7539CL-001

Location	New Britain, CT
Date Opened	12/31/2018 12:00:00 AM
Salary	\$46,721 - \$61,066/year
Job Type	Open to Statewide Employees
Close Date	1/6/2019 11:59:00 PM

INTRODUCTION



The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications from state employees who meet the qualifications for lateral transfer or promotion for a Secretary 2 position. This position is located in the Chemistry and Biochemistry Department, and is a full time (40 hours per

- 1. TYPING:** Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
- 2. FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
- 3. CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
- 4. REPORT WRITING:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included.
- 5. INTERPERSONAL:** Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.
- 6. PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.
- 7. PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.
- 8. OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the

week) position on first shift. The incumbent in this position is accountable for independently performing a full range of Secretary 2 duties in the Chemistry and Biochemistry Department.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee, who has permanent state status* and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

Should you have questions pertaining to this recruitment, please contact Kathy Callahan at KCallahan@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

EXAMPLES OF DUTIES

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15)


 Connecticut State
Department of Administrative Services

C19-048

Secretary 1

Recruitment #190129-6976CL-001

Location New Britain, CT

Date Opened 1/31/2019 10:00:00 AM

Salary \$42,684 - \$56,005/year

Job Type Open to Agency Employees

Close Date 2/8/2019 11:59:00 PM

INTRODUCTION


<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190129&R2=6976CL&R3=001> 1/31/2019

**PURPOSE OF JOB CLASS
(NATURE OF WORK)**

In a state agency, this class is accountable for performing a full range of secretarial support functions.

EXAMPLES OF DUTIES

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greet and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190129&R2=6976CL&R3=001> 1/31/2019

Located in New Britain, CT, Central Connecticut State University (CCSU) is one of the State of Connecticut institutions of higher learning. We are accepting applications from state employees who meet the qualifications for lateral transfer or promotion for a Secretary 1 position. This full-time position operates 1st shift, 40 hours per week and will provide direct support to the Associate Vice President of Academic Affairs. The incumbent in this position is accountable for independently performing a full range of Secretary 1 duties for Academic Affairs.

Note: This internal position is open to Board of Regent Employees ONLY.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee of the Board of Regents, who has permanent state status*, and meet the Minimum Qualifications as listed on the Job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Kathy Callahan, kcallahan@ccsu.edu.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190129&R2=6976CL&R3=001> 1/31/2019

7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.

8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

**KNOWLEDGE, SKILL AND
ABILITY**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**MINIMUM QUALIFICATIONS -
GENERAL EXPERIENCE**

Two (2) years' experience above the routine clerk level in office support or secretarial work.

**MINIMUM QUALIFICATIONS -
SUBSTITUTIONS ALLOWED**

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190129&R2=6976CL&R3=001> 1/31/2019

Job Search

[C19-063] Accounting Department: Assistant/Associate Professor

Central Connecticut State University in Connecticut

- Save
- Print

Deadline Open until filled

Date Posted March 4, 2019

Employment Type Full-time

Central Connecticut State University invites applications for full-time, tenure-track faculty positions in the Accounting Department. Successful candidates will teach undergraduate and/or graduate courses in accounting. Candidates are expected to contribute actively and effectively to student growth, service, and scholarship and to be committed to multiculturalism and working with a diverse student body. Faculty also participate in assessment, curriculum development, faculty governance, and other faculty activities.

Required Qualifications:

- Doctorate in Accounting or a related field from a regionally accredited university, or a Master's degree in a related field plus enrollment in a terminal degree program in accounting or a closely related field with a planned completion date no later than December 2022.
- Commitment to serving a culturally, ethnically and linguistically diverse student body and community.

Preferred Qualifications:

- Professional experience in accounting (Manager level experience strongly

<https://chronicleviteae.com/jobs/128771-5219>

1/4

- Two years full time (or equivalent) experience of college teaching and an interest in teaching accounting
- Professional accounting certification (CPA preferred)
- Capable of meeting AACSB's classification as Scholarly Academic or Scholarly Practitioner

The University: CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan, it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse. More than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

Application and Appointment: For full consideration, applications must be received by **March 5, 2019**. Salary and rank are commensurate with education and experience. Maximum salaries are \$82,831 for Assistant Professor and \$102,117 for Associate Professor for the 2019-2020 academic year. **Incomplete files will not be considered.**

Please electronically submit the following in a **single file** and in the order given

<https://chronicleviteae.com/jobs/128771-5219>

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Jobs at Central Connecticut State University

• [\[#C19-077\] Information Technology: Administrative Assistant](#)

Central Connecticut State University

• [\[C19-060\] Academic Affairs: Office of TRIO Programs - Site Specialist \(TRIO Grant\) \(Grant Funded\)](#)

Central Connecticut State University

• [OFFICE OF THE REGISTRAR: UNIVERSITY ASSISTANT](#)

Central Connecticut State University

• [\[C19-067\] Educational Leadership: Assistant Professor](#)

Central Connecticut State University

• [\[C19-076\] Elihu Burritt Library: Reference and Instructional Design Librarian](#)

Central Connecticut State University

[C19-063] Accounting Department: Assistant/Associate Professor

Central Connecticut State University in Connecticut

How To Apply

You can apply for this position online at <https://webcapp.ccsu.edu?list=5219&data&apply>.

- Letter of interest addressing the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers
- Unofficial transcripts
- Candidates currently in terminal degree programs must submit a letter from their thesis advisor stating anticipated date of completion.

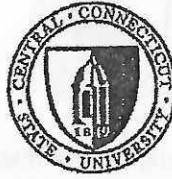
Finalists will be asked to submit three letters of recommendation.

Please redact any personally identifiable information (i.e., SSN, DOB, marital status, country of origin) from any documents submitted. **Incomplete applications will not be considered. Mailed copies will not be accepted.**

For information, contact Dr. Monique Durant at 860-832-3252 or durantmon@ccsu.edu.

Central Connecticut State University is an affirmative action and equal opportunity employer.





**Management Information Systems (C19-011)
Assistant/Associate**

The Management Information Systems (MIS) Department seeks a dynamic, student-oriented individual for a full-time, tenure-track appointment to teach undergraduate and graduate courses in **Management Information Systems**. The successful candidate will demonstrate a strong commitment to teaching excellence, a record of (or potential for) high-quality scholarship, and a commitment to academic service. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Ph.D. in Management Information Systems or related field (degree in discipline of MIS preferred); A.B.D. will be considered if Ph.D. is obtained within one year appointment)
- Evidence of and/or commitment to teaching excellence;
- Evidence of and/or commitment to high-quality scholarship
- Evidence of and/or commitment to academic service
- Commitment to serving a culturally diverse student body

Preferred Qualifications

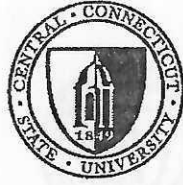
- Ph.D. from an AACSB accredited school
- Record of successful university teaching
- Discipline-related professional experience

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

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Application and Appointment: For full consideration, applications must be received by December 1, 2018. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on **Apply Now** and electronically submit the following:

- Letter of application;
- Curriculum vita indicating name of major for all degrees;



Assistant/Associate/Full Professor (C19-12)
Accounting Department

Central Connecticut State University invites applications for full-time, tenure-track faculty positions in the Accounting Department. Successful candidates will teach undergraduate and/or graduate courses in accounting. Candidates are expected to contribute actively and effectively to student growth, service, and scholarship and to be committed to multiculturalism and working with a diverse student body. Faculty also participate in assessment, curriculum development, faculty governance, and other faculty activities.

Required Qualifications:

- Doctorate in Accounting or a related field from a regionally accredited university, *or* a Master's degree in a related field *plus* enrollment in a terminal degree program in accounting or a closely related field with a planned completion date no later than December 2022.
- Commitment to serving a culturally, ethnically and linguistically diverse student body and community.

Preferred Qualifications:

- Professional experience in accounting (Manager level experience strongly preferred)
- Two years full time (or equivalent) experience of college teaching and an interest in teaching accounting
- Professional accounting certification (CPA preferred)
- Capable of meeting AACSB's classification as Scholarly Academic or Scholarly Practitioner

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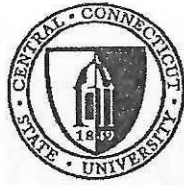
The Community: CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

Application and Appointment: For full consideration, applications must be received by **December 1, 2018**. Salary and rank are commensurate with education and experience. Incomplete files will not be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#) and [electronically](#) submit the following in a **single file** and in the order given below:

- Letter of interest addressing the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers
- Unofficial transcripts
- Candidates currently in terminal degree programs must submit a letter from their thesis advisor stating anticipated date of completion.

Incomplete files are not considered. Finalists will be asked to submit three letters of recommendation. For information, contact Dr. Monique Durant at 860-832-3252 or durantmon@ccsu.edu. Please make sure your Social Security Number *is not* listed on any documents submitted. Redact any personally identifiable information.

CCSU is an affirmative action and equal opportunity employer.



**Assistant/Associate Counselor (C19-014)
Student Wellness Services: Counseling**

Central Connecticut State University invites applications for a full-time, Assistant/Associate Counselor (AAUP Faculty). The successful candidate will provide students with mental/behavioral health services as part of the integrated Department of Student Wellness Services. The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of his or her training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. This is a 12-month position and may include evening and/or Saturday hours.

Required Qualifications

- Master's degree in psychology, counseling, social work or marriage and family therapy or a related field
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Currently licensed as a mental health provider
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

Preferred Qualifications

- Three years post master's counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Doctorate in psychology, counseling, social work or marriage & family therapy or a related field, plus three years of counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Experience working with graduate student intern and assistants
- Currently licensed in the State of Connecticut as a mental health provider
- Electronic health record experience

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**Assistant/Associate Professor Operations Management (C19-016)
Management and Organization Department**

Central Connecticut State University invites applications one full-time, tenure-track position at the Assistant or Associate level in the Management and Organization department. The Department offers three areas of focus – General Management, Human Resource Management, and Entrepreneurship – and is responsible for the School of Business undergraduate senior capstone strategy course and graduate (MBA) core management and capstone courses. The successful candidate will teach undergraduate and possibly graduate courses in Management and contribute actively and effectively to student growth, service, and scholarship. The primary responsibility of the position is teaching. Candidates are expected to be committed to multiculturalism and working with a diverse student body. Faculty also participate in assessment, curriculum development, faculty governance, and other faculty activities.

Required Qualifications

- Earned doctorate in Organizational Operations Management, or a closely related business discipline (ABD with expected degree completion by May 31, 2019, may be considered)
- Evidence of rigorous academic training and strong scholarship
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications

- Academically qualified according to AACSB standards
- Ph.D. from an AACSB accredited Business School
- University teaching experience across multiple management functions
- Established or emerging research accomplishment in Operations Management.
- Evidence of strong teaching orientation.

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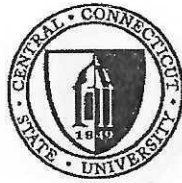
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Application and Appointment: For full consideration, applications must be received by **January 18, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on **Apply Now** and electronically submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

Emailed or mailed copies will not be accepted. For more information, contact Kareem Shabana at 860-832-3281 or kshabana@ccsu.edu. Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



Assistant Director of Marketing and Communications (C19-017)
Marketing and Communications Department

Central Connecticut State University invites applications for a full-time, Assistant Director of Marketing and Communications in the Marketing and Communications Department. The successful candidate will provide assistance in carrying out the functions of marketing and communications for the Office of the President/University. Candidates are expected to be committed to multiculturalism and working with a diverse student body. Responsibilities include:

- Assists the Director of Public Relations and Director of Marketing with developing, coordinating and disseminating timely internal and external communications for the Office of the President/University.
- Writes and edits news stories and coordinates the editing and production of the campus newsletter, the Courier.
- Collaborates with the Director of Public Relations and Director of Marketing to produce copy for and assist in the editing of Central Focus Alumni Magazine. Writes informational, development, and feature content for traditional and digital media outlets including electronic and print materials such as Alumni News, recruitment view books, brochures, etc.
- Supports marketing and communications efforts in promoting a positive image of the University with emphasis on enrollment and fundraising. Assists with researching, writing, editing and generating ideas for news and feature articles that showcase the University.
- Works with the Coordinator of Designs and Publications in preparation of content for University publications and creating new, innovative marketing materials.
- Supports the posting of images/photographs/stories from various events to the University website and social media outlets.
- Supports Institutional Advancement initiatives such as assisting with the preparation of Continuing Education course booklets, producing fundraising event programs, etc.
- Assists with other public relations/marketing and communications activities and special projects, as assigned.
- Performs other duties and responsibilities related to those above, which do not alter the basic level of responsibility of the position.

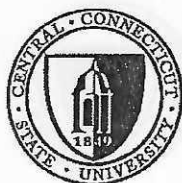
Required Qualifications

- Bachelor's degree
- Three years of experience in writing, editing, and developing communications for print and electronic publications
- Must possess a strong commitment to customer service and teamwork
- Excellent communication and organizational skills
- Demonstrated ability to utilize a variety of communication vehicles such as print, electronic, social media, etc.
- Must be detail oriented, able to function efficiently and independently in a fast-paced environment, and manage multiple priorities
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Evidence of meeting deadlines



Director of Marketing (C19-033) Marketing and Communications Department

Central Connecticut State University invites applications for a full-time Director of Marketing in the department of Marketing and Communications. The position reports to the Vice President for Institutional Advancement and has the primary responsibility for the planning and implementation of the University's marketing program, with emphasis on admissions and fundraising. The candidate should be experienced in using data to plan, implement plans, and to assess the effectiveness of strategies. The Director will engage other university stakeholders in the development of a comprehensive marketing plan. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Bachelor's degree
- Minimum of ten years of experience in marketing and/or communications
- Proven experience in the formulation and implementation of marketing and/or communications strategies
- Excellent writing and communication skills
- Commitment to serving a diverse student body

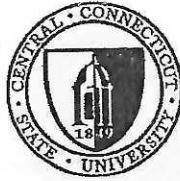
Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Master's degree
- Five years of leaderships experience in marketing or communications at an institution of comparable size and complexity
- Demonstrated successful experience in working collaboratively with relevant offices, working with multiple demands, short timelines, and prioritizing tasks
- Three years of supervisor/manager experience at an institution of comparable size and complexity
- Knowledge and experience developing and managing the execution of integrated marketing communications campaigns (e.g., advertising, media planning, direct marketing, e-marketing, all aspects of social media, branding, analytics and market research) to achieve institutional goals
- Experience with planning, budgeting, and fiscal management in a complex organization
- Demonstrated experience in shared governance and unionized environment

For full consideration, applications must be received by **January 11, 2018**. Salary is commensurate with education and experience; salary range is \$89,003 to \$133,399. To begin the application process, go to www.ccsu.edu/jobs.

Central Connecticut State University is an affirmative action and equal opportunity employer.



Data Network Specialist Admin 4 (C19-038)
Information Technology Division: Technical Services

Central Connecticut State University invites applications for a full-time, Data Network Specialist in the Information Technology Division-Technical Services. The successful candidate will have primary responsibility for data network infrastructure (DNI) hardware and software. Other responsibilities include data network planning and troubleshooting, development of network security policies, procedures and implementation. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Bachelor's Degree in computer science or a related field
- At least five years' experience supporting network hardware and software
- Knowledge of LAN wiring standards, TCP/IP, LAT and other network protocols, traffic analysis and troubleshooting, network technologies and standards, client/server concepts, remote access technologies, security, internet tools, Windows and successor packages and applications.
- Commitment serving a diverse student body

An equivalent combination of credentials and/or experience may also be considered

Preferred Qualifications

- Certified Network Engineer (CCNA or CCNP) or equivalent
- Experience with Cisco NAC/ISE, VoIP, 802.1x, Firewall, VPN technologies, and networking management software, i.e., Prime
- Knowledge of scripting languages such as Python, Perl, or other languages
- VMware, load balancing technologies and Azure/AWS networking experience

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system.

For full consideration, applications must be received by **January 8, 2019**. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Here](#).

Central Connecticut State University is an affirmative action and equal opportunity employer.



Assistant Professor in Mathematics (C19-040)
Mathematical Sciences Department

The Department of Mathematical Sciences at Central Connecticut State University invites applications for two full-time, tenure-track positions at the rank of Assistant Professor, starting in the fall 2019 semester. The department consists of 30 full-time faculty members in three areas: mathematics, statistics, and mathematics education. These positions are specifically in the mathematics area. The Department offers undergraduate and master's programs in mathematics, statistics, and mathematics education. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

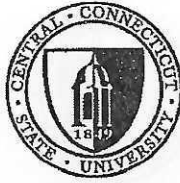
- Earned Ph.D. in mathematics (from a regionally accredited institution or international equivalent) by the time of appointment
- Demonstration of a strong commitment to teaching, with at least five sections of classes taught as instructor of record at the college level (by the time of appointment)
- Evidence of a viable research program in pure or applied mathematics
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications

- Demonstrated excellence in teaching at the college level
- Evidence of a strong, active research program
- Ability to collaborate on research projects

For full consideration, applications must be received by **January 31, 2019**. Salary is commensurate with education and experience. **Only applications submitted to University's applicant system will be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on the [Apply Now](#)

Central Connecticut State University is an affirmative action and equal opportunity employer.



Assistant Professor of Geography, Tourism and Hospitality Studies (C19-042)
Geography Department

Central Connecticut State University invites applications for a full-time, tenure-track position in the Geography Department beginning **August 2019**. The successful candidate will have expertise in Tourism and Hospitality studies. The candidate will teach introductory and advanced level courses in geography, tourism and/or hospitality, recruit and mentor students, supervise graduate theses and interns, and contribute to the department's outreach activities to local business community. A strong commitment to teaching and an active program of research and publication are expected. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

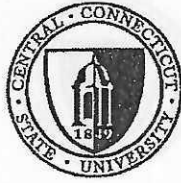
- Ph.D. in geography, tourism or hospitality studies, or tourism planning (For ABD's, Ph.D. must be completed within one year of hire.)
- Collegiate teaching experience in one or more of the following: geography/tourism/hospitality
- Ability to teach introductory and advanced level courses in geography/tourism/hospitality, such as Geography of Tourism, Tourism Planning, and other courses that complement the department's offerings
- Practical/outreach experience in tourism/hospitality
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualification

- Scholarly activity in the field

For full consideration, applications must be received by **February 15**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on *Apply Now*.

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Assistant Professor (C19-043)
Physics & Engineering Physics Department

Central Connecticut State University invites applications for a full-time, tenure-track position in the Physics & Engineering Physics department. The successful candidate will teach undergraduate and graduate courses in physics and contribute actively and effectively to student growth, service, and scholarship. The department offers comprehensive programs in physics leading to a B.S in Physics, with various concentrations. Departmental research areas in physics include laser radar/atmospheric physics and materials properties. We seek an experimental physicist with a strong commitment to undergraduate teaching of both physics majors and non-majors, and to mentoring majors. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

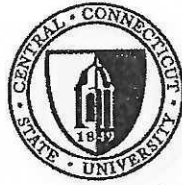
- Ph.D. in Experimental Physics
- Undergraduate teaching experience
- Research interests appropriate for undergraduate student participation
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications

- Evidence of scholarly activity including research experience in optics, optical instrument design
- Ability to teach undergraduate upper level labs, Modern Physics, Quantum Mechanics
- Ability to manage the department's 400-kV Van de Graaff linear accelerator

For full consideration, applications must be received by **February 18, 2019**. Salary and rank are commensurate with education and experience. To begin the application process, go to www.ccsu.edu/jobs or click on *Apply Now*.

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Assistant Professor (C19-044)
Engineering Department

Central Connecticut State University's Engineering Department invites applications for a tenure-track Assistant Professor. The new faculty will join a rapidly growing and vibrant engineering department. Applicants with significant academic experience and accomplishments could be considered for the rank of Associate Professor. Successful candidates will be expected to be collaborative, committed to excellence in teaching, able to teach and develop a variety of mechanical engineering and engineering technology courses, contribute significantly to undergraduate and graduate research, actively engage in scholarly activity with a continuous research agenda. Department faculty are also expected to participate in program assessment, ABET accreditation activities, service to the department and University, and to be professionally active.

Required Qualifications:

- B.S. in mechanical, aerospace, electro-mechanical, or electrical engineering and Ph.D. in mechanical engineering or closely related field by the date of appointment, with at least one degree in mechanical engineering;
- Exceptional back ground in modeling and control of dynamic systems;
- At least two years of relevant full-time industrial experience in the related areas, or equivalent hands-on experience in industrial, and government research labs;
- Excellent communication and presentation skills.

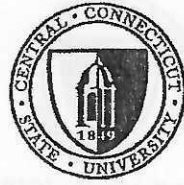
Preferred Qualifications:

- Additional back ground in (1) the theory, methodology, and practice of measurements and (2) the design, development and analysis of instrumentation and measurement systems used in generating, acquiring, conditioning and processing signals;
- Teaching experience in ABET accredited mechanical and/or manufacturing undergraduate programs, as well as, at the graduate level;
- Ability to teach a wide range of mechanical engineering and engineering technology courses at both undergraduate and graduate levels;
- Demonstrated record of outstanding teaching, scholarly activities, advising, service, and experience in developing and/or maintaining instructional and research laboratories;
- Experience working with industry with a record of successful external funding for collaborative applied research involving undergraduate and graduate students; and,
- A professional engineering (P.E.) license.

The University: CCSU is one of four state universities with the Board of Regents for Higher Education

For full consideration, applications must be received by **May 31**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs.

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Assistant/Associate Professor in Public History (C19-045)
Department of History

Central Connecticut State University invites applications for a full-time, tenure-track position in American History, with a concentration in contemporary Latino/a/x History. The successful candidate will teach undergraduate and graduate courses in Puerto Rican and Latino History and contribute actively and effectively to student growth, service, and scholarship. This position will provide support for the Latino and Puerto Rican Studies Program. Candidates are expected to be committed to multiculturalism and to working with interdisciplinary ethnic studies programs and a diverse student body.

Required Qualifications:

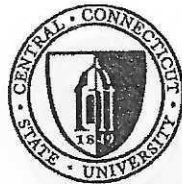
- Ph.D. in History, American Studies, Latino/a/x Studies, Urban Studies, Ethnic Studies, Cultural Studies, or related discipline (completion of Ph.D. required by June 01, 2019)
- Evidence of effective teaching
- Evidence of scholarly activity and achievement
- Commitment to serving a culturally diverse student body

Preferred Qualifications

- Commitment to and/or experience in community engagement and/or Public History
- College-level teaching experience
- Proficiency in Spanish

For full consideration, applications must be received by **February 28, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications may not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#).

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Assistant Professor (C19-047)
Department of Political Science

Central Connecticut State University invites applications for a full-time Assistant Professor in the Political Science Department. The successful candidate will teach undergraduate courses in Comparative Politics, with particular interest in European politics (including the requirement to teach courses on Europe, Eastern Europe, Russia, migration, and citizenship) in Political Science and contribute actively and effectively to scholarship, service, and student growth at CCSU. The ability to teach political theory and research methods is also desired. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Ph.D. in Political Science (The completion of the Ph.D. is required by July 15, 2019)
- Demonstrated teaching excellence in Political Science in comparative politics with an emphasis on European comparative politics
- Commitment to serving a diverse student body

Preferred Qualifications:

- Experience teaching undergraduate introductory comparative politics courses, as well as upper-level courses on European politics and courses in political theory
- Peer-reviewed publications in comparative politics and/or European politics
- Research interests appropriate to student participation and experience involving undergraduate research

For full consideration, applications must be received **February 19, 2019**. Salary is commensurate with education and experience. Incomplete applications will *not* be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#).

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**Assistant Professor (C19-056)
Art Department**

Central Connecticut State University invites applications for a full-time tenure-track Assistant Professor position in Illustration within the Art Department beginning August 2019. The ideal candidate must have an MFA (terminal degree), two years of university/art school teaching, an impressive exhibition and publication record on a national, and/or international level, and extensive knowledge of the contemporary art world. Candidate's portfolio should demonstrate evidence of strong drawing and digital media skills. The Tenure Track Assistant Professor/ Illustration will teach Art 224 Illustration I, and Art 324 Illustration II and Art 424, Illustration III, act as Art 499 Capstone Advisor for Senior BA Art students pursuing a Capstone project in Illustration and teach Foundation Level Drawing or Painting courses, required in the BS Art Education and BA Art major, Art Minor and for General Education/ Study Area I credit. Art 224 is a required course for all BA Graphic/Information Design Majors, as well as a popular studio course in the Art Minor of 18 credits.

The Art Department: The CCSU Art Department offers an undergraduate BA in Art, a BS in Art Education, a Post Baccalaureate Art Education Certification and an MS in Art Education. Student advisement and mentoring are a part of the job, as well as creative activity, and service to the department and university. The candidate may also have the opportunity to curate exhibitions for the University Galleries. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The AAUP collective bargaining specifies a 12 credit teaching load per semester. For information about the Art Department go to <http://www.art.ccsu.edu/programs.htm>.

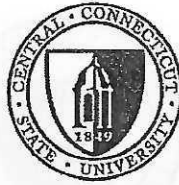
Required Qualifications:

- M.F.A. in visual art
- Strong drawing and digital media skills
- Experience teaching illustration
- Equivalent of 2 years full time teaching in a university or college art school
- Record of regional, national exhibitions/publications
- Commitment to serving culturally diverse communities

Preferred Qualifications:

- Curatorial experience,
- Public art/Mural painting

The University: CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.



Director of Choral Activities/Choral Music Education (C19-058)
Department of Music

Central Connecticut State University invites applications for a full-time, tenure track position as an Assistant Professor in the Department of Music beginning academic year 2019-2020. The person in this position will coordinate all choral activities; direct both the small auditioned ensemble (University Singers) and the large choral ensemble (University Chorale); teach undergraduate and graduate courses in choral music education, conducting, and vocal methods; and assist with the supervision of student teachers. Additional duties as assigned by the chair may include coordinating the undergraduate or graduate music education program, depending on the candidate's expertise.

Required Qualifications:

- Completed doctorate in Music by date of appointment
- Three years experience of proven success in public school teaching in music
- Commitment to serving a culturally diverse student body

Preferred Qualifications:

- Successful college teaching experience
- Experience with various facets of university choral programs, including the recruitment of music majors, minors, and non-majors, and establishing and maintaining positive relationships with public school band directors, and university/community constituents
- Demonstrated musical, financial, and administrative success with collegiate and/or high school choral ensembles
- Experience working with and observing student teachers
- Experience working with diverse populations

For full consideration, applications should be received **by February 18, 2019**; the department will continue to accept applications until the position is filled. Salary and rank are commensurate with education and experience. To apply, go to <http://www.ccsu.edu/jobs> and click on the *Apply now*.

CCSU is an affirmative action and equal opportunity employer.

C19-060



**Site Specialist (TRIO Grant) (Grant funded)
Academic Affairs: TRIO**

Central Connecticut State University invites applications for a full-time Site Specialist in the Academic Affairs, TRIO (Educational Talent Search and Upward Bound Math and Sciences). The successful candidate will work closely with the Project Coordinator in providing direct services and program activities in a five-year federally funded program that will provide overall TRIO educational, enrichment, and recreational programs for middle and high school students from the New Britain School District. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Minimum Qualifications

- Bachelor's degree
- Three years of experience working with educational programs in a school, community organization or higher education environment with a wide variety of students from disadvantaged backgrounds
- Demonstrated effective oral and written communication skills
- Demonstrated ability and knowledge of the use of Microsoft Office Suite computer programs

Preferred Qualifications

- Graduate Degree in Education, Social Work, Counseling or related field
- Experience developing and facilitation presentations for high school students, college students, and the community at large.
- Advanced Spanish, Arabic or Polish language skills
- 4 or more years of experience in similar or related programming
- Direct experience with end of year reporting and/or budgets.

Credentials and/or experience substantially comparable to the above may also be considered.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system.

Application and Appointment: For full consideration, applications must be received by **April 5th, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs.

C19-001

Vice President of Student Affairs

Central Connecticut State University
New Britain, CT
Full-time, Full-time

Apply On Company Site Save this job

Central Connecticut State University (CCSU) announces the search for its next Vice President of Student Affairs (VPSA) and invites expressions of interest, nominations and applications. The new VPSA will have the opportunity to partner with CCSU's new president, Dr. Zulma R. Toro, and provide collegial leadership to a creative and energetic faculty and staff.

Under Dr. Toro's leadership, the CCSU community has a renewed sense of its special identity and mission, an increased level of energy and excitement, a determination to be the leader in Connecticut public higher education, an infectious determination to take on new challenges and solve old problems, and a commitment to serve its community in new and more effective ways. The oldest of Connecticut's public universities and the largest of its regional comprehensives, Central is in a very strong financial position and has enjoyed stable enrollments. With Dr. Toro's leadership, it is poised to grow both in size and in the effectiveness with which it serves its students and the wider community.

The University seeks an energetic and student-centered VPSA who will be a good partner with Dr. Toro—one who shares her vision for Central as an urban university serving an increasingly diverse population, who readily gains the trust and respect of the students and student affairs staff, who has a strong commitment to student-centered education, and who can work collegially with all members of the University community. The ideal candidate will advise and collaborate with colleagues across the University on a variety of matters that shape the student experience and campus culture.

Connecticut State Colleges and Universities: In January 2012, Connecticut reorganized the governance and structure of higher education to create the 17-member Connecticut State Colleges and Universities (CSU) system, governed by the Board of Regents for Higher Education. In creating the new structure, the state brought together under a single governing board, its four regional comprehensive universities, its 12 community colleges, and Charter Oak State College, an oldest adult education, degree-completion institution. As one of four comprehensive universities within CSU, Central maintains strong relations with its system peers, especially Eastern Connecticut State University in Waterbury, and Western Connecticut State University in Danbury.

Central Connecticut State University: The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,685 students. This includes 7,508 full-time undergraduates, 1,248 part-time undergraduates, 848 full-time graduate students, and 1,079 part-time graduate students. A third of the undergraduates are students of color, the largest group being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 84 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus.

A longstanding strength of Central is its faculty. Partnered with its 448 full-time faculty are 465 part-time faculty, many of whom are practitioners in their fields and who add a breadth and

https://www.indeed.com/q-Central-Connecticut-State-University-jobs.html?jk=7ab678456... 8/6/2018

HigherEdJobs

C19-001

Vice President of Student Affairs

Institution:	Central Connecticut State University
Location:	New Britain, CT
Category:	Executive - Administrative Vice Presidents Admin - Student Affairs and Services
Posted:	07/27/2018
Application Due:	Open Until Filled
Type:	Full Time

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Role of the VPSA: As the chief student affairs officer, the VPSA is a key partner in student decision-making, providing leadership in all student affairs matters and working collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The VPSA reports directly to the president, serves on the President's Cabinet, and works collaboratively with other members of the president's leadership team. There must be especially close and collegial relations between the chief student affairs officer and the Provost, given the many ways in which they must partner to achieve the best educational outcome for Central's students.

The VPSA will be responsible for providing leadership and administrative oversight of all student affairs programs and services that promote and advance the University's mission and strategic plan. The VPSA supervises the following seven departments: Student Wellness Services (health, counseling and wellness education); Residence Life, Student Activities and Leadership Development; Student Center, Student Conduct, Student Disability Services; and Veterans Affairs.

https://www.higheredjobs.com/search/details.cfm?JobCode=176778116&Title=Vice%20Pr... 8/6/2018

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Vice President of Student Affairs [C19-001]

Central CT State University in Connecticut

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Date Posted August 2, 2018
 Type Executive
 Salary Not specified
 Employment Type Full-time

Vice President of Student Affairs [C19-001]

Central Connecticut State University (CCSU) announces the search for its next Vice President of Student Affairs (VPSA) and invites expressions of interest, nominations and applications. The new VPSA will have the opportunity to partner with CCSU's new president, Dr. Zulma R. Toro, and provide collegial leadership to a creative and energetic faculty and staff.

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CF-003

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INTERCOLLEGIATE ATHLETICS: HEAD WOMEN'S LACROSSE COACH

SAVE

Central Connecticut State University

Central Connecticut State University invites applications for a full-time, Head Women's Lacrosse Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the Women's Lacrosse program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in community service and fund raising events. The Head Coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. This position requires an excellent work ethic along with exceptional motivational and communication skills. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's degree
- Three years of coaching and/or playing experience at the college level

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Application

First Name

Last Name

Email

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Details

Posted: 08/15/18 2:45PM EDT

Location: New Britain, Connecticut

- An understanding of NCAA rules compliance
 - Demonstrated commitment to serving a culturally diverse student body
- Preferred Qualifications:**
- Prior experience with recruiting, skill instruction, practice/game plan development, and administrative responsibilities in the sport of women's lacrosse
 - Experience in a Division I women's lacrosse program as a coach or student athlete
 - Excellent organization and communication skills
 - Skills or knowledge of use of recruiting software and video exchange

Salary:
Type: Full-time - Experienced
Sector:
Collegiate Sports
Categories:
Coaching, Coaching - Lacrosse
Required Education:
4 Year Degree

For full consideration, applications must be received by August 20, 2018. Salary is commensurate with education and experience.

For more information and application instructions go to: www.ccsu.edu/jobs.

Central Connecticut State University is an affirmative action and equal opportunity employer.

Internal Number: C19-003

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About Central Connecticut State University

Central Connecticut State University is an NCAA Division I institution located in New Britain, CT. The Blue Devils are members of the Northeast Conference, and have won 65 total NEC titles in the league. CCSU celebrated its 30th anniversary of Division I athletics in 2015-16. Central Connecticut State University is an Affirmative Action and Equal Opportunity Employer

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CF-003

CENTRAL CONNECTICUT STATE UNIVERSITY, HEAD COACH

By IWLCA Admin, 08/15/18, 2:45PM EDT

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Central Connecticut State University invites applications for a full-time, Head Women's Lacrosse Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the Women's Lacrosse program.

Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in community service and fund raising events. The Head Coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. This position requires an excellent work ethic along with exceptional motivational and communication skills. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's degree
- Three years of coaching and/or playing experience at the college level in the sport of women's lacrosse; In lieu of college level coaching experience, a combination of four years of coaching experience at the high school, professional or national team level and playing experience at the college, professional or national team level in the sport of women's lacrosse will be considered.
- An understanding of NCAA rules compliance
- Demonstrated commitment to serving a culturally diverse student body

Preferred Qualifications:

- Prior experience with recruiting, skill instruction, practice/game plan development, and administrative responsibilities in the sport of women's lacrosse
- Experience in a Division I women's lacrosse program as a coach or student athlete
- Excellent organization and communication skills
- Skills or knowledge of use of recruiting software and video exchange

For full consideration, applications must be received by August 20, 2018. Salary is commensurate with education and experience.

Central Connecticut State University is an affirmative action and equal opportunity employer.

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Phone: 443-951-9611
Fax: 970-432-7059

Executive Director

Colvard Lane
glane.iwlca@ccsu.net

FOR MEDIA inquiries, Please contact:

Danie Caro
Director of Communications
and Membership Operations
dcarolwca@gmail.com
Phone: 203-577-5742

MEDIA/SID RESOURCES

C19-003



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Head Women' Lacrosse Coach

Posting Date

8/15/2018

Institution/Company

Central Connecticut State University

Location

New Britain, CT

Job Type

Full Time - Experienced

Salary Range

Commensurate with experience

Preferred Education

Bachelor's degree

Job Description

Central Connecticut State University invites applications for a full-time, Head Women's Lacrosse Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the Women's Lacrosse program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in community service and fund raising events. The Head Coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. This position requires an excellent work ethic along with exceptional motivational and communication skills. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Employer Information

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at



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Assistant Women's Basketball Coach

Posting Date

8/21/2018

Institution/Company

Central Connecticut State University

Location

New Britain, CT

Job Type

Full Time - Experienced

Job Description

Central Connecticut State University invites applications for a full-time, Assistant Women's Basketball Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the women's basketball program. Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations, and participation in fund raising and community service events. The assistant coaches will be expected to work cooperatively and effectively with the staff and personnel of the Department and University.

The position requires an excellent work ethic along with exceptional motivational and communication skills. The candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's degree
- One year of NCAA coaching experience in the sport of women's basketball
- Knowledge of NCAA rules and regulations
- Commitment to serving a culturally diverse student body

Preferred Qualifications:



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Assistant Women's Basketball Coach

[SAVE](#)

Central Connecticut State University

Central Connecticut State University invites applications for a full-time, Assistant Women's Basketball Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the women's basketball program. Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations, and participation in fund raising and community service events. The assistant coaches will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. The position requires an excellent work ethic along with exceptional motivational and communication skills. The candidates are expected to be committed to multiculturalism and working with a diverse student body.

Application

First Name

Last Name

Email

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Required Qualifications:

- Bachelor's degree
- One year of NCAA coaching experience in the sport of women's basketball

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Details

Posted:
August 21, 2018

Location:
New Britain, Connecticut

Salary:

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Central Connecticut State University
Location: New Britain, CT 06025
Job Type: Regular
Job Schedule: Full-time

Employment ID: AC2394-314
Posted on: 09/19/2018

Associate Vice President of Enrollment Management

Central Connecticut State University (CCSU) announces the search for its 2nd Associate Vice President (AVP) of Enrollment Management and invites expressions of interest, nominations, and applications.

The oldest public institution of higher education in Connecticut and the largest of its regional comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollment. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Diane R. Tracy's leadership, it is poised to grow both in size and in the effectiveness with which it fulfills its mission.

Founded in 1849 for New Britain Normal School, CCSU has evolved into a modern comprehensive university with undergraduate and graduate programs built on a robust foundation of liberal learning. One of the four regional comprehensive universities in Connecticut, it is part of the 17 member Connecticut State Colleges and Universities System created in 2012. It is also part of the Greater Hartford area of 1.2 million residents and is centrally located in the state, within easy reach of much of Connecticut and several of the major metropolitan areas in the region.

CCSU's five schools – the Carol A. Aronson College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies – offer 100 major programs in over 60 fields of study, including bachelor's and master's degrees as well as several dual-year professional options and doctoral degrees in educational leadership and nurse practitioner practice. Its recent years, Central has added master's programs in accounting, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.

CCSU's nearly 12,000 diverse students are taught and mentored by approximately 400 tenured full-time and nearly 500 part-time faculty members and are supported by a devoted full-time staff numbering just over 500 and a part-time staff of about 140 people, all of whom are true partners in the educational mission. CCSU's faculty and staff are committed to shared governance in a collective bargaining environment.

CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its international study/travel programs offer students as one of the top 40 in the nation among regional comprehensive universities. The long-term success of CCSU's graduates have led to research expertise. The Carnegie Foundation for the Advancement of Teaching has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

Job description:

As the chief enrollment officer, the AVP provides leadership in all enrollment management matters and works collaboratively with the Directors, faculty, staff, and administration to further the University's mission and vision. The new AVP will be expected to provide leadership in a variety of areas, with direct supervision of the following four departments: (1) Undergraduate Admissions; (2) Graduate Admissions; (3) Financial Aid; and (4) Transfer and Academic Advisation.

The ideal candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, a strong sense of professional ethics, and a creative and analytical approach. The position demands both institutional leadership and a thorough understanding of best practices in enrollment management. The new AVP must be guided by a strong student centered philosophy and be adept in high-tech and interpersonal environments. In addition, the new AVP must possess the ability to work collegially with students, faculty and staff, fellow administrators, and members of the wider community.

Required qualifications:

- Master's degree from a regionally accredited institution;
- Eight years of progressively responsible administrative experience in higher education enrollment management, with a minimum of four years in a supervisory capacity at the director level or higher;
- Demonstrated ability to effectively lead and manage a diverse staff in an environment that values teamwork and professional development;
- Demonstrated success in collaborating with all levels of the institution, including experience in developing joint student affairs and academic affairs programs and initiatives to achieve a culture of shared student services;
- Demonstrated ability to effectively address the needs of and communicate with diverse student populations, such as low income, first-generation, ethnic minority, international, and/or non-traditional students; and
- Demonstrated practical knowledge of an array of software packages and other technologies used to effectively and efficiently deliver and manage student enrollment.

Preferred qualifications:

- Prior work with strategic planning, budgeting development and execution;
- Knowledge and understanding of statistical and predictive analysis;
- Experience working in a student, public institution of higher education;
- Commitment to building and maintaining relationships with community colleges; and
- Track record of K-12 collaboration/interconnections.

Application & Appointment: For full consideration, applications must be received by October 25, 2018. Salary is commensurate with education and experience; salary range is \$102,000 to \$162,000. To begin the application process, applicants must go to www.ccsu.edu/jobs and submit the following in one single document:

- Letter of application
- Current curriculum vitae
- Name, title, address, and telephone numbers and email addresses of three current professional references (current or former supervisor)

Address letters of nomination to Dr. Christopher Calgan, Search Committee Chair and Vice President of Institutional Advancement. For additional information, please contact Dr. Calgan at philip@ccsu.edu or 860-532-7761. All inquiries, nominations, and applications will be held in the strictest confidence; references will not be contacted without the candidate's expressed permission.

Please reflect any personally identifiable information (i.e., SSN, DOB, marital status) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

CCSU is an affirmative action and equal opportunity employer and educator.

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CCSU HR Applicant Tracking System

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Management Confidential
[C19-008] - Associate Vice President Of Enrollment Management

Position Information

Management Confidential
Deadline: 2018-10-15
Contact Person: Dr. Christopher Galligan
Email: galligan@ccsu.edu
Phone: 860-832-1764
Apply Now

Job Description

Central Connecticut State University (CCSU) announces the search for its first Associate Vice President (AVP) of Enrollment Management and invites expressions of interest, nominations, and applications.
The oldest public institution of higher education in Connecticut and the largest of its regional comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollments. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Zulma R. Toró's leadership, it is poised to grow both in size and in the effectiveness with which it fulfills its mission.
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CCSU's five schools - the Carol A. Ammon College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies - offer 100 major programs in over 60 fields of study, including bachelor's and master's degrees as well as several six-year professional diplomas and doctoral degrees in educational leadership and nurse anesthesia practice. In recent years, Central has added master's programs in accounting, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.
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CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its International Study/Travel program is often ranked by Open Doors as one of the top 40 in the nation among regional comprehensive universities. Twenty-one percent of CCSU's graduates have had a research experience. The Carregle Foundation for the Advancement for Teaching has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

Job description:

As the chief enrollment officer, the AVP provides leadership in all enrollment management matters and works collaboratively with the directors, faculty, staff, and administrators to further the University's mission and vision. The new AVP will be expected to provide leadership in a variety of areas, with direct supervision of the following four departments: (1) Undergraduate Admissions; (2) Graduate Admissions; (3) Financial Aid; and (4) Transfer and Academic Articulation.

The ideal candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, a strong sense of professional ethics, and a creative and analytical approach. The position demands both inspirational leadership and a thorough understanding of best practices in enrollment management. The new AVP must be guided by a strong student-centered philosophy and be adept in high-tech and interpersonal environments. In addition, the new AVP must possess the ability to work collegially with students, faculty and staff, fellow administrators, and members of the wider community.

Required qualifications:

- Master's degree from a regionally accredited institution;
Eight years of increasingly responsible administrative experience in higher education enrollment management, with a minimum of four years in a supervisory capacity at the director level or higher;
Demonstrated ability to effectively lead and manage a diverse staff in an environment that values teamwork and professional development;
Demonstrated success in collaborating with all levels of the institution, including experience in developing joint student affairs and academic affairs programs and initiatives to advance a culture of student-centered service;
Demonstrated ability to effectively address the needs of and communicate with diverse student populations, such as low-income, first-generation, ethnic minority, international, and/or non-traditional students; and
Demonstrated practical knowledge of an array of software packages and other technologies used to effectively and efficiently deliver and manage student enrollment.

Preferred qualifications:

- Prior work with strategic planning, including development and execution;
Knowledge and understanding of statistical and predictive analysis;
Experience working in a unionized, public institution of higher education;
Commitment to building and maintaining relationships with community colleges; and
Track record of K-12 collaborations/engagements.

Application & Appointment: For full consideration, applications must be received by October 15, 2018. Salary is commensurate with education and experience; salary range is \$161,000 to \$182,000. To begin the application process, click on the Apply Now button and electronically submit the following in a single file:

- Letter of application;
Current curriculum vitae;
Names, titles, addresses, telephone numbers, and email addresses of five current professional references (current or former supervisors).

Address letters of nomination to Dr. Christopher Galligan, Search Committee Chair and Vice President of Institutional Advancement. For additional information, please contact Dr. Galligan at galligan@ccsu.edu or 860-832-1764. All inquiries, nominations, and applications will be held in the strictest confidence; references will not be contacted without the candidate's expressed permission. Please indicate any potentially identifying information (e.g., SSN, DOB, marital status) from any documents submitted. Incomplete applications will not be considered. Unrated or mailed copies will not be accepted.

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https://hrat.ccsu.edu/index.php?job=284

9/19/2018

Associate Vice President of Enrollment Management [#C19-006] - HigherEdJobs

Page 1 of 3



Associate Vice President of Enrollment Management [#C19-006]

Table with 2 columns: Field and Value. Fields include Institution (Central Connecticut State University), Location (New Britain, CT), Category (Executive - Administrative Vice Presidents, Admin - Admissions and Enrollment), Posted (09/19/2018), Application Due (10/15/2018), Type (Full Time), and Salary (101,000 to 182,000 USD Per Year).

Central Connecticut State University (CCSU) announces the search for its first Associate Vice President (AVP) of Enrollment Management and invites expressions of interest, nominations, and applications.

The oldest public institution of higher education in Connecticut and the largest of its regional comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollments. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Zulma R. Toró's leadership, it is poised to grow both in size and in the effectiveness with which it fulfills its mission.



Founded in 1849 as New Britain Normal School, CCSU has evolved into a modern comprehensive university with undergraduate and graduate programs built on a robust foundation of liberal learning. One of the four regional comprehensive universities in Connecticut, it is part of the 17-member Connecticut State Colleges and Universities System created in 1992. It is also part of the Greater Hartford area of 1.2 million residents and is centrally located in the state, within easy reach of much of Connecticut and several of the major metropolitan areas in the region.

CCSU's five schools - the Carol A. Ammon College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies - offer 100 major programs in over 60 fields of study, including bachelor's and master's degrees as well as several six-year professional diplomas and doctoral degrees in educational leadership and nurse anesthesia practice. In recent years, Central has added master's programs in accounting, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.

CCSU's nearly 12,000 diverse students are taught and mentored by approximately 450 talented full-time and nearly 500 part-time faculty members and are supported by a devoted full-time staff numbering just over 500 and a part-time staff of almost 140 people, all of whom are true partners in the educational enterprise. CCSU's faculty and staff are committed to shared governance in a collective bargaining environment.

https://www.higheredjobs.com/search/details.cfm?JobCode=176817093&Title=Associate... 9/19/2018

https://hrat.ccsu.edu/index.php?job=284

9/19/2018

Associate Vice President of Enrollment Management [#C19-006] - HigherEdJobs

Page 2 of 3

CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its International Study/Travel program is often ranked by Open Doors as one of the top 40 in the nation among regional comprehensive universities. Twenty-one percent of CCSU's graduates have had a research experience. The Carregle Foundation for the Advancement for Teaching has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

Job description:

As the chief enrollment officer, the AVP provides leadership in all enrollment management matters and works collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The new AVP will be expected to provide leadership in a variety of areas, with direct supervision of the following four departments: (1) Undergraduate Admissions; (2) Graduate Admissions; (3) Financial Aid; and (4) Transfer and Academic Articulation.

The ideal candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, a strong sense of professional ethics, and a creative and analytical approach. The position demands both inspirational leadership and a thorough understanding of best practices in enrollment management. The new AVP must be guided by a strong student-centered philosophy and be adept in high-tech and interpersonal environments. In addition, the new AVP must possess the ability to work collegially with students, faculty and staff, fellow administrators, and members of the wider community.

Required qualifications:

- Master's degree from a regionally accredited institution;
Eight years of increasingly responsible administrative experience in higher education enrollment management, with a minimum of four years in a supervisory capacity at the director level or higher;
Demonstrated ability to effectively lead and manage a diverse staff in an environment that values teamwork and professional development;
Demonstrated success in collaborating with all levels of the institution, including experience in developing joint student affairs and academic affairs programs and initiatives to advance a culture of student-centered service;
Demonstrated ability to effectively address the needs of and communicate with diverse student populations, such as low-income, first-generation, ethnic minority, international, and/or non-traditional students; and
Demonstrated practical knowledge of an array of software packages and other technologies used to effectively and efficiently deliver and manage student enrollment.

Preferred qualifications:

- Prior work with strategic planning, including development and execution;
Knowledge and understanding of statistical and predictive analysis;
Experience working in a unionized, public institution of higher education;
Commitment to building and maintaining relationships with community colleges; and
Track record of K-12 collaborations/engagements.

Application & Appointment: For full consideration, applications must be received by October 15, 2018. Salary is commensurate with education and experience; salary range is \$101,000 to \$182,000. To begin the application process, applicants must go to www.ccsu.edu/jobs and submit the following in one single document:

- Letter of application;
Current curriculum vitae;
Names, titles, addresses, and telephone numbers and email addresses of five current professional references (current or former supervisors).

Address letters of nomination to Dr. Christopher Galligan, Search Committee Chair and Vice President of Institutional Advancement. For additional information, please contact Dr. Galligan at galligan@ccsu.edu or 860-832-1764. All inquiries, nominations, and applications will be held in the strictest confidence; references will not be contacted without the candidate's expressed permission.

https://www.higheredjobs.com/search/details.cfm?JobCode=176817093&Title=Associate... 9/19/2018

Please redact any personally identifiable information (i.e. SSN, DOB, marital status) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

APPLICATION INFORMATION

Contact: Dr. Christopher Galligan
Search Committee Chair and Vice President of Institutional Advancement
Central Connecticut State University

Online App. Form: <http://www.ccsu.edu/jobs>

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Home

Associate Director Of Financial Aid

Central Connecticut State University - New Britain, CT

C19-007

Central Connecticut State University
95 reviews

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\$61,617 a year

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite
- Experience with ELM, NSLDS and US Department of Education programs and processes
- Demonstrated strong interpersonal and presentation skills and ability to maintain effective working relationships with co-workers and the public
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Five years' experience in financial aid administration
- Work experience with SQL query, design and development
- Work experience developing test plans, e.g., testing student information system implementation functions
- Proficient understanding of development and implementation processes
- Experience with Ellucian's Banner

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from a traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

<https://www.indeed.com/viewjob?jk=9753271626e323e&tk=1cuem741p0gbc003&from...> 12/10/2018

Job Search Results

Associate Director Of Financial Aid

Central Connecticut State University in Connecticut

C19-007

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Deadline Open until filled

Date Posted November 20, 2018

Employment Type Full-time

Job Description

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite

<https://chroniclevital.com/jobs/128771-294>

12/10/2018

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C19-007

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Central Connecticut State University
Location: New Britain, CT 06050
Job Type: Regular
Job Schedule: Full-time

Document ID: ACC458-0068
Posted on: 12/10/2018

ASSOCIATE DIRECTOR OF FINANCIAL AID

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite
- Experience with ELM, NSLDS and US Department of Education programs and processes
- Demonstrated strong interpersonal and presentation skills and ability to maintain effective working relationships with co-workers and the public
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Five years' experience in financial aid administration
- Work experience with SQL query, design and development
- Work experience developing test plans, e.g., testing student information system implementation functions
- Proficient understanding of development and implementation processes
- Experience with Ellucian's Banner

For full consideration, applications must be received by December 13, 2018. Salary is commensurate with education and experience; minimum starting salary is \$61,617.

For more information and application instructions go to www.ccsu.edu/eds.

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<http://jobs.diversejobs.net/job/ct/new-britain/associate-director-of-financial-aid-AC455-6...> 12/10/2018

HigherEdJobs

Office of Financial Aid: Associate Director of Financial Aid

Institution:	Central Connecticut State University
Location:	New Britain, CT
Category:	Admin - Financial Aid
Posted:	11/19/2018
Application Due:	12/13/2018
Type:	Full Time

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.



Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite
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- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Five years' experience in financial aid administration
- Work experience with SQL query, design and development
- Work experience developing test plans, e.g., testing student information system implementation functions
- Proficient understanding of development and implementation processes
- Experience with Ellucian's Banner

<https://www.higheredjobs.com/search/details.cfm?JobCode=176865528&Title=Office%2...> 11/25/2018

For full consideration, applications must be received by December 13, 2018. Salary is commensurate with education and experience, minimum starting salary is \$51,617.

For more information and application instructions go to: www.ccsu.edu/jobs

APPLICATION INFORMATION

Contact: Ken Lupachino, Financial Aid, Central Connecticut State University
Phone: 860-832-2204
Online App. Form: http://www.ccsu.edu/hr/jobopportunities.html

CCSU is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.

Apply through Institution's Website

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Administrative Faculty
[C19-007] - Associate Director Of Financial Aid

Position Information

Category: Administrative Faculty
Deadline: 03/18-12/13
Contact Person: Ken Lupachino
Email: LupachinoK@ccsu.edu
Phone: 860-832-2204

Apply Now

Job Description

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

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- Experience with Ellucian's Banner

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from a traditional minority heritage. Visit our web site at http://www.ccsu.edu/.

The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, City Beaters, the world-renowned New Britain Museum of American Art, and other area attractions.

Application and Appointment: For full consideration, applications must be received by December 13, 2018. Salary is commensurate with education and experience, minimum starting salary is \$51,617. To begin the application process, click on the Apply Now button electronically submit the following in a single file:

- Current resume
- Letter of interest/covering letter/questionnaire for the position
- Names of three current professional references (one must be a current or former supervisor) with addresses, email addresses and telephone numbers

Please include any personally identifiable information (i.e. SSN, DOB, marital status, county of origin) from any documents submitted. Incomplete applications will not be considered. Emailled, hand or mailed copies will not be accepted.

For more information, contact: Ken Lupachino at 860-832-2204 or lupachinoK@ccsu.edu.

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Job Search

Associate Director Of Financial Aid

Central Connecticut State University in Connecticut

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Deadline Open until filled

Date Posted November 20, 2018

Job Description

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

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Job Search Results

Assistant/Associate Professor Of Finance

Central Connecticut State University in Connecticut

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Deadline Open until filled

Date Posted October 4, 2018

Job Description

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

Required Qualifications:

- Doctorate in finance, financial economics or related field from an AACSB accredited institution. ABDs from an accredited institution will be considered; completion of the Ph.D. is required by August 30, 2019.

<https://chroniclevitae.com/jobs/128771-285>

10/17/2018

- Transcripts (unofficial copies are acceptable; if selected, official copies will be required)

- Teaching evaluations (within the last three years)

Principles will be asked to submit three letters of recommendations mailed directly by the recommender to Dr. Joseph Farhat, Finance Search Committee Chair, CCSU, 1615 Stanley St., New Britain, CT 06053, or emailed to Joseph.Farhat@ccsu.edu.

Please redact any personally identifiable information (i.e., SSN, DCM, marital status, country of origin) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

For information, contact Dr. Joseph Farhat at Joseph.Farhat@ccsu.edu.

CCSU is an affirmative action and equal opportunity employer/educator. As an affirmative action employer, CCSU actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

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Central Connecticut State University
Location: New Britain, CT 06053
Job Type: Academic
Job Schedule: Full-time

Document ID: ACCSB-0918
Posted on: 10/04/2018

ASSISTANT/ASSOCIATE PROFESSOR OF FINANCE

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

Required Qualifications:

- Doctorate in Finance, financial economics or related field from an AACSB accredited institution. ABDs from an accredited institution will be considered; completion of the Ph.D. is required by August 30, 2019.
- A proven record of excellence in teaching finance courses
- Have an ability to use technology effectively in teaching and learning
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications:

- Evidence of scholarly activity in finance
- Ph.D./ABD in finance or financial economics from an AACSB accredited institution.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu>.

The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to effectively enhance our communities as the "Heartbeat of Central Connecticut." Pursuing a range of partnerships and arrangements with area businesses, schools, nonprofits, and more, the initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, City Streets, the world renowned New Britain Museum of American Art, and other area attractions. The University is approximately two hours (by rail) from both Boston and New York City.

Application and Appointments: For full consideration, applications must be received by November 15, 2018. Salary and rank are commensurate with education and experience. To begin the application process, go to: <http://www.ccsu.edu/department/accsb>, click on the Apply Now button and electronically submit the following:

- Letter of interest addressing your qualifications for the position
- Current curriculum vitae
- Names of three current references with addresses, email addresses and telephone numbers

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Assistant/Associate Professor of Finance [#C19-009]

Institution:	Central Connecticut State University
Location:	New Britain, CT
Category:	Faculty - Business - Finance
Posted:	10/04/2018
Application Due:	11/15/2018
Type:	Full Time

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.



Required Qualifications:

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- Have an ability to use technology effectively in teaching and learning
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Application and Appointment: For full consideration, applications must be received by November 15, 2018. Salary and rank are commensurate with education and experience. To begin the application process, go to:
<https://hrat.ccsu.edu/default.php> ,click on the Apply Now button and electronically submit the following:

- Letter of interest addressing your qualifications for the position
- Current curriculum vitae
- Names of three current references with addresses, email addresses and telephone numbers
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required.)
- Teaching evaluations (within the last three years)

Finalists will be asked to submit three letters of recommendations mailed directly by the recommender to Dr. Joseph Farhat, Finance Search Committee Chair, CCSU, 1615 Stanley St., New Britain, CT 06053, or emailed to JosephFarhat@ccsu.edu.

Please redact any personally identifiable information (i.e., SSN, DOB, marital status, country of origin) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

For information, contact Dr. Joseph Farhat at JosephFarhat@ccsu.edu.

APPLICATION INFORMATION

Contact: Dr. Joseph Farhat
Finance
Central Connecticut State University

Online App. Form: <https://hrat.ccsu.edu/default.php>

CCSU is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.

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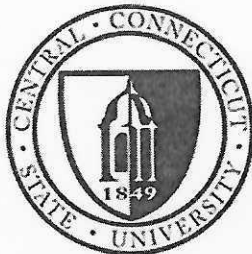
Central Connecticut State University

Report Pursuant to Connecticut General Statutes

Section 10a – 55m

January 1, 2018 – December 31, 2018

Prepared by the CCSU Office of Equity and Inclusion



CCSU is an equal opportunity employer and educator.

Narrative

During the past year, the University of California, San Diego (UCSD) has been actively engaged in a variety of activities designed to improve the health and safety of its students. The University has been particularly active in the area of sexual violence and has implemented a number of measures to address this issue. These measures include the implementation of a comprehensive sexual violence prevention program, the establishment of a campus-wide reporting system, and the implementation of a campus-wide awareness campaign.

UCSD is the largest university in the state of California and is a member of the Association of Public Universities and Colleges (APUC). The University has a long history of leadership in the area of higher education and is committed to providing a high-quality education for all students. The University's commitment to student health and safety is a key part of its mission and is reflected in the many programs and services it offers to its students.

Sexual Violence Prevention Program

UCSD's sexual violence prevention program is a comprehensive program that includes a variety of activities designed to prevent sexual violence on campus. The program includes a campus-wide awareness campaign, the implementation of a campus-wide reporting system, and the implementation of a campus-wide prevention program. The program also includes a variety of support services for students who have been affected by sexual violence, including counseling, medical care, and legal assistance.

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Introduction

Central Connecticut State University (CCSU) is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. The University is located in New Britain, CT and has been an important part of that city's educational and cultural life since CCSU's founding. It is comprised of the following schools – Business, Education & Professional Studies, Graduate Studies, Science, Engineering & Technology, and the Carol Ammon College of Liberal Arts & Social Sciences.

CCSU is the largest of four comprehensive universities within the Connecticut State University System (CSUS). It serves 11,822 students (9,546 undergraduates and 2,276 graduate students). Female students account for 50 percent of the student population; males 50 percent. CCSU is richly diverse: more than 30 percent of students are students of color; African American students comprise 11 percent, Latinos 14 percent, and Asians approximately 4 percent of the student body.

Sexual Violence Prevention Efforts

CCSU utilizes a comprehensive, multi-level approach to the prevention of sexual violence. Programs and awareness initiatives are provided to students in a variety of settings and formats throughout the entirety of the calendar year. Prevention is an on-going aspect of the educational environment.

Students at CCSU engage in prevention strategies before they even begin classes. In the summer before their first year, students are required to complete an on-line training focused on sexual violence prevention. At student orientation, incoming students are presented information about Title IX and resources on campus related to sexual misconduct. Before the start of classes, new students participate in a program entitled "CCSU Thrives," co-facilitated by staff from the Office of Victim Advocacy, Office of Student Conduct, and Student Wellness Services. The program addressed community expectations, sexual misconduct, consent, and campus resources.

As the fall semester begins, physical "red flags" are visible on Vance Lawn as part of the Red Flag Campaign, a project focused on intimate partner violence awareness and prevention. Students interact with the campaign through posters distributed throughout campus highlighting red flags of abuse. Posters related to the Red Flag Campaign also include information on how students can help a friend in an unhealthy relationship and access help for themselves.

As the fall semester moves forward, residential students have the opportunity to take part in programming, held in each hall, focused on sexual violence and facilitated by staff from the Office of Diversity and Equity (ODE), Office of Victim Advocacy (OVA) and the Ruth Boyea Women's Center. This is also when NCAA athletic teams begin their mandatory training program with OVA.

The Stand UP CCSU campaign takes place throughout the spring semester. This campaign is developed by student community organizers and includes presentations, events, a poster campaign, and social media posts. Thousands of students interact with Stand UP CCSU in different capacities and the campaign hosts a large outdoor event focused on bystander intervention halfway through the semester. The spring semester also includes events such as Take Back the Night, organized by the Ruth Boyea Women's Center. In addition, graduate students are required to complete an on-line Title IX training during the semester.

CCSU faculty and staff also engage in training programs throughout the year. All new employees are required to complete an initial Title IX training within their first year of employment and all employees are required to complete a Title IX Refresher training each subsequent year. This training informs employees of their responsibilities when receiving disclosures or reports of sexual misconduct, as well as their rights on campus. The training is offered in-person and on-line.

CCSU publishes policies online and in print materials that are available to students and employees (see supplemental materials for print documents). Policies and protocol related to sexual misconduct may be found on the CCSU Office of Diversity and Equity website at the following link: <https://www.ccsu.edu/diversity/policies/index.html>. The Student Code of Conduct is available through the Office of Student Conduct: <https://web.ccsu.edu/studentconduct/?redirected>. Links to specific policies are included below.

BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy
[https://docs.ccsu.edu/Sexual Misconduct Policy.pdf](https://docs.ccsu.edu/Sexual_Misconduct_Policy.pdf).

BOR/CSCU Policy on Consensual Relationships
Available through the CCSU Human Resources website: <https://www.ccsu.edu/hr/policies.html>
Policy: <https://www.ccsu.edu/hr/files/ConsensualRelationshipsPolicy10.20.16.pdf>

BOR/CSCU Policy Regarding Reporting Suspected Abuse or Neglect of a Child
<https://www.ccsu.edu/diversity/policies/Policy%20Regarding%20Reporting%20Suspected%20Abuse%20or%20Neglect%20of%20a%20Child.pdf>

BOR/CSCU Student Code of Conduct
<https://web.ccsu.edu/studentconduct/codeofconduct.asp>

under said subdivision (1) or (2) shall be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court if the victim is under ten years of age or of which five years of the sentence imposed may not be suspended or reduced by the court if the victim is under sixteen years of age.

(3) Any person found guilty under this section shall be sentenced to a term of imprisonment of at least ten years, a portion of which may be suspended, except as provided in subdivisions (1) and (2) of this subsection, or a term of imprisonment and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of at least ten years. Notwithstanding the provisions of subsection (a) of section 53a-29 and except as otherwise provided in this subsection, a court may suspend a portion of a sentence imposed under this subsection and impose a period of supervised probation pursuant to subsection (f) of section 53a-29.

Sec. 53a-71. Sexual assault in the second degree: Class C or B felony. (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(b) Sexual assault in the second degree is a class C felony or, if the victim of the offense is under sixteen years of age, a class B felony, and any person found guilty under this section shall be sentenced to a term of imprisonment of which nine months of the sentence imposed may not be suspended or reduced by the court.

Sec. 53a-72a. Sexual assault in the third degree: Class D or C felony. (a) A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

(b) Sexual assault in the third degree is a class D felony or, if the victim of the offense is under sixteen years of age, a class C felony.

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Sec. 53a-73a. Sexual assault in the fourth degree: Class A misdemeanor or class D felony. (a) A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor; or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(b) Sexual assault in the fourth degree is a class A misdemeanor or, if the victim of the offense is under sixteen years of age, a class D felony.

SEXUAL ASSAULT/INTIMATE PARTNER VIOLENCE

Sec. 10a-55m. (a) (1) "Affirmative Consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Sec. 10a-55m. (a) (5) "Intimate partner violence" means any physical or sexual harm against an individual by a current or former spouse of or person in a dating 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, stalking under section 53a-181c, 53a-181d or 53a-181e, or family violence as designated under section 46b-38h.

Sec. 53a-70b. Sexual assault in spousal or cohabiting relationship: Class B felony. (a) For the purposes of this section:

(1) "Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body; and

Sexual Violence Statistics and Data

The following information is based on data collected from the 2015-2016 survey of students at the University of North Carolina at Chapel Hill. The survey was conducted by the Center for Gender and Sexuality Studies (CGSS) and the Center for the Study of Women's Lives (CSWL). The survey included questions about sexual violence, including sexual assault, sexual harassment, and sexual coercion. The results of the survey are presented in the following tables.

The following table shows the percentage of students who reported experiencing sexual violence in the past 12 months. The data is broken down by gender and by type of violence. The overall percentage of students who reported experiencing sexual violence is 15.2%.

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Students – Incidences of Sexual Violence

A total of fifty-seven (57) disclosures and reports, involving students, were made to a non-confidential employee at CCSU throughout calendar year 2018.

Disclosures

Disclosures are when information about sexual violence is communicated but there is no request for an investigation or adjudication. Individuals who disclosed sexual violence were all offered advocacy services, appropriate accommodations when applicable and support in making connections with a variety of campus and community resources. A total of thirty-eight (38) disclosures of sexual assault, intimate partner violence or stalking were made to a non-confidential employee at CCSU. Of these disclosures, twenty-two (22) were sexual assaults, eight (8) involved intimate partner violence and nine (8) involved stalking.

Reports

A report indicates that there was a disclosure of sexual violence accompanied by an immediate request for an investigation and adjudication or there was a disclosure which included enough information (i.e., name of the accused, location and description of incident) that internal investigators were obligated to move forward with an investigation. A total of nineteen (19) individuals reported experiencing sexual assault, intimate partner violence or stalking to a non-confidential employee at CCSU. Fifteen (15) of the reports resulted in investigation by the CCSU Office of Student Conduct (OSC). One (1) report resulted in investigation by an outside law firm. The following data was provided by the CCSU Office of Student Conduct (OSC) and the CCSU University Counsel.

Sexual Assault Reports - Students

A total of eight (8) sexual assaults involving CCSU students were reported to CCSU in 2018. Eight (8) of these reports resulted in an investigation from the Office of Student Conduct, with the following outcomes:

- Five (5) reports resulted in disciplinary action, which included one (1) expulsion and four (4) suspensions. Suspension lengths were one (1) semester, two (2) semesters, four (4) semesters, and six (6) semesters.
- Two (2) reports resulted in a finding of not responsible.
- In one (1) report, an investigation from the Office of Student Conduct determined that the reported behavior did not amount to a violation of prohibited conduct.

Sexual Assault Reports - Employees

A total of one (1) sexual assault involving CCSU employees was reported to CCSU in 2018. One (1) report resulted in an investigation from an outside law firm, who found the employee responsible for violating the sexual misconduct policy. The employee was notified that the University would proceed with termination and resigned from employment prior to the termination hearing.

Intimate Partner Violence Reports

A total of two (2) incidents of intimate partner violence were reported to CCSU. Of these reports, zero (0) resulted in an investigation by the Office of Student Conduct, for the following reasons:

- One (1) report involved a respondent not affiliated with CCSU and therefore was outside of the authority of the Office of Student Conduct and the Office of Diversity and Equity. However, a report was made to a police department.
- One (1) report was made by a third party. When the alleged victim was approached about the report they denied any abuse had occurred.

Stalking Reports

A total of eight (8) reports of stalking were made to CCSU in 2018. Seven (7) of the reports resulted in an investigation by the Office of Student Conduct, with the following outcomes:

- In seven (7) reports, it was determined that the evaluated behavior did not amount to a violation of prohibited conduct.
- In one (1) report, the alleged victim initially stated an intention to report to the Office of Student Conduct but did not make an official report.

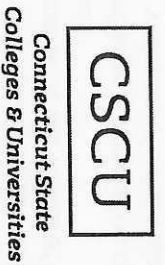
Total Anonymous and Confidential Reports and Disclosures

The University Police monitors an on-line form where individuals can report anonymous crimes, including those of sexual assault, intimate partner violence stalking. In 2018 there were zero (0) anonymous reports.

The only employees on the CCSU campus who are able to receive confidential disclosures of sexual assault, intimate partner violence and stalking are licensed counselors in the CCSU Student Wellness Services. That following data was provided by the CCSU Student Wellness Services as an estimate of confidential disclosures throughout 2018:

- Sexual assault: 26
- Intimate Partner Violence: 5
- Stalking: 0

It is important to note that these confidential disclosures could potentially also be included in the Total Reported Incidents of Sexual Violence. Some students may disclose to a confidential counselor and also make a report or disclosure to a non-confidential employee at the university.



SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA

CSCU INSTITUTION: Central Connecticut State University
 REPORTING OFFICE/DEPARTMENT: Office of Diversity & Equity
 INSTITUTION CONTACT:
 YEAR: 2018

Incidents of Sexual Assault, Stalking and IPV Reported to CSCU in 2018						
Type of Incident	Number of Incidents Reported	Incident Reported to Have Occurred in 2018	Respondent Identified as Connected to the Reporting Institution	Respondent Identified as Connected to CSCU Institution	Confidential or Anonymous Reports	
Sexual Assault	31	13	11	0	26	
Stalking	16	12	9	0	0	
Intimate Partner Violence (IPV)	10	10	1	0	5	

Disciplinary Cases Resulting from Investigations of Sexual Assault, Stalking and Intimate Partner Violence – Where respondent is CCSU STUDENT

Type of Incident	Number of Investigations	Finding of No Violation or Not Responsible	Finding of Responsible & Expulsion	Finding of Responsible & Suspension	Finding of Responsible & Probation/Warning	Number of Findings Appealed	Appeal Outcome
Sexual Assault	8	3	1	4	0	3	3 decision upheld
Stalking	7	7	0	0	0	0	N/A
Intimate Partner Violence (IPV)	0	N/A	N/A	N/A	N/A	N/A	N/A

Disciplinary Cases Resulting from Investigations of Sexual Assault, Stalking and Intimate Partner Violence – Where respondent is CSSU EMPLOYEE

Type of Incident	Number of Investigations	Finding of No Violation or Not Responsible	Finding of Responsible & Termination	Finding of Responsible & Suspension	Finding of Responsible & Probation/Warning	Number of Findings Appealed	Appeal Outcome
Sexual Assault	1	0	1 * Finding of responsible, employee resigned before termination hearing.	0	0	0	0
Stalking	0	N/A	N/A	N/A	N/A	N/A	N/A
Intimate Partner Violence (IPV)	0	N/A	N/A	N/A	N/A	N/A	N/A

Link to the CSCU Student Code of Conduct: <http://www.ct.edu/files/policies/5.1%20StudentCodeofConduct.pdf> Link to the CSCU Sexual Misconduct Policy: <http://www.ct.edu/files/policies/5.2%20Sexual%20misconduct%20reporting%20support%20and%20processes.pdf>

STATUTORY REFERENCES AND DEFINITIONS

SEXUAL ASSAULT

Sec. 53a-70. Sexual assault in the first degree: Class B or A felony. (a) A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

(b) (1) Except as provided in subdivision (2) of this subsection, sexual assault in the first degree is a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court or, if the victim of the offense is under ten years of age, for which ten years of the sentence imposed may not be suspended or reduced by the court.
 (2) Sexual assault in the first degree is a class A felony if the offense is a violation of subdivision (1) of subsection (a) of this section and the victim of the offense is under sixteen years of age or the offense is a violation of subdivision (2) of subsection (a) of this section. Any person found guilty

(2) "Use of force" means: (A) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim.

(b) No spouse or cohabitor shall compel the other spouse or cohabitor to engage in sexual intercourse by the use of force against such other spouse or cohabitor, or by the threat of the use of force against such other spouse or cohabitor which reasonably causes such other spouse or cohabitor to fear physical injury.

(c) Any person who violates any provision of this section shall be guilty of a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court.

STALKING

Sec. 53a-181c. *Stalking in the first degree: Class D felony.* (a) A person is guilty of stalking in the first degree when such person commits stalking in the second degree as provided in section 53a-181d and (1) such person has previously been convicted of a violation of section 53a-181d, or (2) such conduct violates a court order in effect at the time of the offense, or (3) the other person is under sixteen years of age.

(b) Stalking in the first degree is a class D felony.

Sec. 53a-181d. *Stalking in the second degree: Class A misdemeanor.* (a) For the purposes of this section, "course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly or through a third party, by any action, method, device or means, (1) follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or (2) interferes with a person's property.

(b) A person is guilty of stalking in the second degree when:

(1) Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or

(2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of constitutionally protected activity.

(c) Stalking in the second degree is a class A misdemeanor.

Sec. 53a-181e. *Stalking in the third degree: Class B misdemeanor.* (a) A person is guilty of stalking in the third degree when he recklessly causes another person to reasonably fear for his physical safety by willfully and repeatedly following or lying in wait for such other person.

(b) Stalking in the third degree is a class B misdemeanor.

PROGRAMMING:

Sec. 10a-55m. (a) (2) "Awareness programming" means institutional action designed to inform the campus community of the affirmative consent standard used pursuant to subdivision (1) of subsection (b) of this section, and communicate the prevalence of sexual assaults, stalking and intimate partner violence, including the nature and number of cases of sexual assault, stalking and intimate partner violence reported at or disclosed to each institution of higher education in the preceding three calendar years, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

Sec. 10a-55m. (a) (6) "Primary prevention programming" means institutional action and strategies intended to prevent sexual assault, stalking and intimate partner violence before it occurs by means of changing social norms and other approaches, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

"Risk Reduction"

"Risk Reduction" is not statutorily defined. However, the Federal regulations for the Violence Against Women Act amendments to the Clery Act (VAWA), provides the following definition:

- Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

While VAWA's definition is criticized as implying that victims can prevent sexual violence by participating in risk reduction programs, it is still helpful in categorizing institution's sexual violence programs and initiatives for reporting purposes. Examples of risk reduction programs related to sexual violence include, but are not limited to, the following: blue safety lights on campus, self-defense classes, safety tips, bystander intervention techniques, the buddy system, rape whistles, and related educational programming.

Connecticut State Colleges and Universities (CSCU)
 Title IX Related Training Provided by Central Connecticut State University Office of Diversity and Equity

January 1, 2018 - December 31, 2018

*Domestic Violence (DaV), Dating Violence (DaV), Sexual Assault (SA), Stalking (S) ** Primary= new employees/students ***Ongoing= throughout the year

DEPARTMENT	DATE	NAME OF PROGRAM	LOCATION	PRESENTER	AUDIENCE	NUMBER IN AUDIENCE	TITLE IX RELATED	WHICH PROHIBITED BEHAVIOR WAS COVERED?*	PRIMARY** OR ONGOING?***	STUDENTS OR EMPLOYEES	LEARNING OBJECTIVES	DOCUMENTS
Office of Diversity & Equity	Ongoing	Not Anymore	Online	N/A	Employees	270	Y	DaV, DaV, SA, S	Ongoing	Employees	Policies and protocol related to sexual misconduct at CCSU.	
Office of Diversity & Equity	Ongoing	Not Anymore	Online	N/A	Students	772	Y	DaV, DaV, SA, S	Ongoing	Students	Policies and protocol related to sexual misconduct at CCSU.	
Office of Diversity & Equity	8 sessions	Title IX Training	Student Center	Office of Victim Advocacy	Employees	110	Y	DaV, DaV, SA, S	Primary	Employees	Policies and protocol related to sexual misconduct at CCSU.	PowerPoint slides included with report.
Office of Diversity & Equity	8 sessions	Title IX Refresher Training	Student Center	Office of Victim Advocacy	Employees	50	Y	DaV, DaV, SA, S	Ongoing	Employees	Policies and protocol related to sexual misconduct at CCSU.	PowerPoint slides included with report.
Office of Diversity & Equity	10 sessions	Orientation Title IX Presentation	Student Center	Office of Victim Advocacy	Students	2000 (approximate)	Y	DaV, DaV, SA, S	Primary	Students	Policies and protocol related to sexual misconduct at CCSU.	PowerPoint slides included with report.
Office of Diversity & Equity, Office of Student Conduct, Student Wellness Services	August 27, 2018	CCSU Thrives	Wells Auditorium	Office of Victim Advocacy, Student Conduct, Student Wellness Services	Students	500 (approximate)	Y	DaV, DaV, SA, S	Primary	Students	Policies and protocol related to student code of conduct, including sexual misconduct. Resources for student success.	PowerPoint slides included with report.
Office of Diversity & Equity	12 sessions	Bringing in the Bystander	Student Center	Office of Victim Advocacy	Students	235	Y	DaV, DaV, SA, S	Ongoing	Students	Understand definitions and research related to bystander intervention and learn techniques to intervene in harmful situations.	PowerPoint slides included with report.
Office of Diversity & Equity	January 26, 2018	Stand Up CCSU Community Organizer Training	Marcus White Living Room	Office of Victim Advocacy	Students	10 (approximate)	Y	SA	Ongoing	Students	Understand rape culture and violence prevention. Plan a violence prevention campaign for the CCSU campus.	PowerPoint slides included with report.
Office of Diversity & Equity	April 17, 2018	Stand Up Day	Student Center Circle	Office of Victim Advocacy	Students and Employees	500	Y	DaV, DaV, SA, S	Ongoing	Students and Employees	Engage the campus community in educational activities related to bystander intervention.	Flyer included with report.
Office of Diversity & Equity	20 sessions	Residence Hall Programs	Residence Halls	Office of Victim Advocacy, Women's Center	Students	341	Y	DaV, DaV, SA	Ongoing	Students	Provide education to residential students about healthy relationships, dating violence, and sexual assault.	None



Central Connecticut State University

Nondiscrimination & Anti-Harassment Policies, Complaint Procedures and On-campus and Community Resources

Office of Equity & Inclusion

1615 Stanley Street
Davidson Hall, 119
New Britain, CT 06050

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Important Phone Numbers

Reporting an Incident

University Police (Criminal Complaints)

860 -832- 2375

Office of Equity & Inclusion (Title IX Officer) All complaints

860-832-1652

Office of Student Conduct (OSC) Complaints against students

860-832-1667

Medical Attention

Student Wellness Services, Health (Confidential)

860-832-1925

Hospital of Central Connecticut*(HCC)

860-224-5011

Emergencies

911

Someone to talk to

Office of Victim Advocacy

860-832-3795

Women's Center

860-832 -1655

Student Wellness Services, Counseling (Confidential)

860 -8 32-1945

Sexual Assault & Crisis Services*(Confidential)

860-225-4681; English Hotline 1-860-223-1787

Prudence Crandall Center for Domestic Violence* (Confidential)

888-774-2900 (24-hour hotline)

**Off-Campus*

President's Message

C·CSD(ij)

Central Connecticut State University

Dear University Community:

Acts of harassment, discrimination, and violence threaten personal safety and violate the conduct standards expected of our community members. Central Connecticut State University (CCSU) has zero tolerance for any form of these behaviors and will pursue all criminal and administrative remedies in alignment with University policy and state law.

This booklet contains information about CCSU's policies, procedures, and resources for those whose rights have been violated and for those who wish to become better informed about these topics and issues.

In addition to learning about the offices, organizations, and professionals educated and prepared to assist victims and concerned colleagues, you will read about CCSU's response procedures to reports of incidents affecting our students, faculty, staff, and visitors.

As Central's president, be assured that I am fully committed to ensuring our campus is a safe, supportive, and welcoming environment for all.

Sincerely,

Zulma R. Toro
President



Resources and Options

For survivors of sexual assault, intimate partner violence and stalking.

Office of Victim Advocacy you are not alone

Written Notification

You have options. If you or someone you know has experienced interpersonal violence, please know that there are people at CCSU and in the local community who are here to help. We can answer your questions about where to start.

CCSU has a professional advocate dedicated to assisting survivors/victims.

CCSU's Office of Victim Advocacy
860-832-3795

Carroll Hall, Room 248
M-F, 9 AM - 5 PM from mid-August thru mid-June
We are here to assist and support you.

Remember,
no matter what,
this was
not your fault.

Medical and Emotional Care

- You may need basic medical treatment for current injuries or those injuries that you are not aware of at this time. Call 911 for immediate assistance.
- Contact the CCSU Student Wellness Services (SWS) for on-campus evaluation and advice at 860-832-1925. For more information go to www.ccsu.edu/healthservices.
- For off-campus evaluation, advice and the collection of medical evidence go to the Hospital of Central Connecticut at 100 Grand St, New Britain or call 860-224-501.
- Please seek emotional support. It is important not to neglect your emotions. This may mean reaching out to a trusted friend, family member or a confidential professional counselor. The CCSU SWS, Counseling Services is the only on-campus confidential resource. There are options for confidential counseling both on- and off-campus.

SWS, Counseling Services YWCA
CCSU Sexual Assault Crisis Services
Marcus White Hall, Room 205 22 Glen St, New Britain CT
860-832-1945 860-223-1787 (24/7)
Free. Confidential. ywcaneubritain.org/sacs/
Free. Confidential.

Prudence Crandall Center
(for Domestic Violence)
888-774-2900 (24/7)
prudencecrandall.org/
Free. Confidential.



CCSU is an Equal Opportunity Educator and Employer

Filing a Report - It's up to you.

It is important to note that the Office of Diversity and Equity and Office of Student Conduct processes are separate from police processes. You have the right to file reports with both, one or neither systems. CCSU's Office of Victim Advocacy (860-832-3795) can provide information on options and can assist you with making reports.

All Complaints

Office of Diversity and Equity (ODE)

Rosa Rodriguez, Title IX Officer

860-832-1652

TitleIXReport@ccsu.edu

Davidson Hall, Room 102

Complaints against Students

Office of Student Conduct (OSC)

Director

860-832-1667

Carroll Hall, Room 202

Filing a Criminal Complaint and Orders for Protection

You may choose to file a report with the police within the jurisdiction where the incident occurred. For on-campus incidents call the CCSU Police at 860-832-2375 or 911 (24/7). If you don't know which law enforcement agency to contact, CCSU can assist you.

You have the right to obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order against the perpetrator. If the perpetrator is not affiliated with CCSU, at your request, CCSU can still take actions for your protection and comfort on campus. The CCSU Police or the Office of Victim Advocacy can provide guidance on the process of requesting one of these orders.

You have the right to be on the CCSU campus. Regardless of whether or not you choose to file a formal complaint, CCSU's Office of Victim Advocacy can assist in requesting reasonable accommodations including changing academic, living, campus transportation or working situations. Each person's situation may be different. We will support you in determining what is best for you.

You may want to talk to someone where you feel most comfortable. These offices are not confidential. Consider asking about their limits of their confidentiality before you sit down to talk.

Office of Victim Advocacy Women's Center 860-832-1655 LGBT Center 860-832-2090 Residence Life 860-832-3795

Other Helpful Information

- www.kitwoyours.org
Provides information on Title IX and student rights. Created by and for students.
- www.ccsu.edu/diversity/
Links to CCSU Title IX policies and procedures and staff contact information
- www.ccsu.edu/studentconduct/resources.asp
Links to the CCSU Student Code of Conduct

you are not alone.

There are people available to help.

Investigatory Report

Report Date	November 5, 2014
Report Prepared by:	Chief Diversity Officer Associate in Diversity and Equity
Nature of Investigation:	
Complainant:	
Subjects of Investigation:	

Introduction

, Chief Diversity Officer and , Associate in Diversity and Equity conducted an investigation to examine alleged violations of CCSU's Nondiscrimination in Education and Employment Policy based on (insert Protected Class Basis Here) status brought forward by (complainant first and last name), (insert Complainant title and area of work or study).

(Complainant last name) has alleged (gender pronoun) was subjected to (alleged actions) based on her (protected class bases) by (respondent 1 prefix, first, last, last name), (title and location), (respondent 2 prefix, first, last, last name), (title and location), (respondent 3 prefix, first, last, last name), (title and location). (Insert brief case description)

The ODE conducted (insert # of people interviewed) in-person interviews of the complainant, respondent and witnesses.

Summary of Complaint and Complainant Interview

1. (Name of Complainant) (Interviewed on (insert interview date) by (insert investigator(s) last names) (complainant first and last name) (insert brief summary of complainant's history with CCSU) Her complaint stated: (insert complete statement or complaint summary (if exists))

Summary of Respondent Interview

1. (Name of respondent 1) (Interviewed on (insert interview date) by (insert investigator(s) last names)) (insert respondent interview summary)
2. (Name of respondent 1) (Interviewed on (insert interview date) by (insert investigator(s) last names)) (insert respondent interview summary)
3. (Name of respondent 1) (Interviewed on (insert interview date) by (insert investigator(s) last names)) (insert respondent interview summary)

Witnesses

The investigator interviewed (insert # of witnesses interviewed) witnesses. The investigators explained the provision of the policy related to retaliations to all witnesses. All witnesses indicated that their statements were truthful complete and accurate.

1. (First and Last name of witness 1) (Interviewed on (insert interview date) by (insert investigator last name(s)))
2. (First and Last name of witness 2) (Interviewed on (insert interview date) by (insert investigator last name(s)))
3. (First and Last name of witness 3) (Interviewed on (insert interview date) by (insert investigator last name(s)))
4. (First and Last name of witness 4) (Interviewed on (insert interview date) by (insert investigator last name(s)))
5. (First and Last name of witness 5) (Interviewed on (insert interview date) by (insert investigator last name(s)))

Other Evidence Gathered

- (insert description of other evidence gathered)

Findings

Findings Regarding Issue 1.

Basis for Finding:

Findings Regarding Issue 2.

Basis for Finding:

Findings Regarding Issue 3.

Basis for Finding:

Findings Regarding Issue 4.

Basis for Finding:

Other Issues

Recommendations

Conclusion

The investigation in this case is completed and is marked as closed.

This report will be provided to (insert person(s) first and last name and title receiving copy of complaint report) to determine appropriate administrative action. All original statements and other documentary

Signature

[Redacted Signature]

Date:

[Redacted Date]

Please return form to:

Central Connecticut State University
Office of Diversity and Equity
Davidson Hall, room 102
1615 Stanley St.
New Britain, CT 06050

If you have additional questions or to schedule an appointment, call 860-832-1652

S:\Forms\DiscriminationComplaintForm Nov 2011.docx

necessary. Attach documents you believe may be helpful in investigating your complaint.

1. Describe the specific incident(s) of discrimination/harassment/retaliation. List dates, times, locations, names, and titles of the people involved in the incident(s).
2. Explain why you believe that you were discriminated/harassed/retaliated against because of your protected class status (race, age, sex, disability, etc.)
3. Provide the names and titles of people you believe were treated more favorably than you due to your protected class status. List the protected class status (race, age, sex, disability, etc.) of each person.

A
B
C
D
E
F
G
H
I
J

If more space is needed please attach to this form

Other: [redacted] Home/Cell Phone: [redacted]
Status: Student Faculty Staff External (Non-campus)
Specify [redacted]

Name of Witness 3: [redacted]
Address: [redacted]
City: [redacted] State: [redacted] Zip: [redacted]
Sex: Male Female Work Phone: [redacted]
 Other: [redacted] Home/Cell Phone: [redacted]
Status: Student Faculty Staff External (Non-campus)
Specify [redacted]

Name of Witness 4: [redacted]
Address: [redacted]
City: [redacted] State: [redacted] Zip: [redacted]
Sex: Male Female Work Phone: [redacted]
 Other: [redacted] Home/Cell Phone: [redacted]
Status: Student Faculty Staff External (Non-campus)
Specify [redacted]

Address: [redacted]
City: [redacted] State: [redacted] Zip: [redacted]
Sex: Male Female Work Phone: [redacted]
 Other: [redacted] Home/Cell Phone: [redacted]
Status: Student Faculty Staff External (Non-campus)
Specify [redacted]

Name of Respondent 2: [redacted]
Address: [redacted]
City: [redacted] State: [redacted] Zip: [redacted]
Sex: Male Female Work Phone: [redacted]
 Other: [redacted] Home/Cell Phone: [redacted]
Status: Student Faculty Staff External (Non-campus)
Specify [redacted]

Name of Witness 1: [redacted]
Address: [redacted]
City: [redacted] State: [redacted] Zip: [redacted]
Sex: Male Female Work Phone: [redacted]
 Other: [redacted] Home/Cell Phone: [redacted]
Status: Student Faculty Staff External (Non-campus)
Specify [redacted]

City: _____ State: _____ Zip Code: _____
 Work Phone: _____ Home Phone: _____
 Cell Phone: _____ Email: _____

Sex: Male Female Other
 Your status: Student Faculty/Staff External (Non-Campus)
 Type of Complaint: Discrimination Harassment Retaliation

I was discriminated/harassed/retaliated against on the basis of my:

- | | |
|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Mental Disorder |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Criminal Record (State Employment) | <input type="checkbox"/> Sex (including pregnancy or sexual harassment) |
| <input type="checkbox"/> Gender Identity or Expression | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Genetics | <input type="checkbox"/> Race |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Religious Creed |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Physical Disability | |

I was:

- | | |
|---|--|
| <input type="checkbox"/> terminated | <input type="checkbox"/> harassed |
| <input type="checkbox"/> not hired/promoted | <input type="checkbox"/> sexually harassed |
| <input type="checkbox"/> suspended | <input type="checkbox"/> demoted |
| <input type="checkbox"/> constructively discharged | <input type="checkbox"/> retaliated against |
| <input type="checkbox"/> not hired due to BFOQ* | <input type="checkbox"/> not hired due to a disability |
| <input type="checkbox"/> given a poor evaluation | <input type="checkbox"/> delegated difficult duties |
| <input type="checkbox"/> denied a raise | <input type="checkbox"/> warned |
| <input type="checkbox"/> less trained | <input type="checkbox"/> not hired due to prior criminal record |
| <input type="checkbox"/> given different terms and conditions of employment | <input type="checkbox"/> subjected to a hostile work environment |
| <input type="checkbox"/> given a poor grade (student) | <input type="checkbox"/> other |
| <input type="checkbox"/> denied services | <input type="checkbox"/> treated differently |

Equal Opportunity Employer/Educator

(ODE, July 13)

evidence in this case will remain in the custody and control of the Office of Diversity and Equity, can be reached at 860-832-0178.

Other University Cultural Programs and Services

Center for Africa:ma Studies

The Center emphasizes the study and the cultures of African peoples both in the Continent of Africa and throughout the world. Further, the Center offers various programs including lectures, conferences, student activities etc. that create a better understanding of African peoples in the wider social, economic, and political systems.

The Center is located in the Marcus White Hall, RM 008.

Contact Information: Dr. Evelyn Phillips, Ph.D., Co-Director at PhillipsE@ccsu.edu or 860-832-2617, or Sherinatu Fatunwa-Ndibe, Co-Director at fatunwas@ccsu.edu or 860-832-2646

East Asian Center

The East Asian Center is devoted to serving the interests and needs of Asian and Asian American students and helping to create a supportive environment for living and studying. In this regard, EAC provides a range of support services, advising and mentoring services, as well as cultural, social and co-curricular programs.

<http://www.ccsu.edu/eastasiancenter>

The Center is located in Barnard Hall, RM 209.

Contact Information: Dr. Helen Abadiano, Director at 860-832-2180 or EAC@ccsu.edu. She is available to address academic or personal concerns.

Did you know?

In the U.S. in 2010, Chinese-Americans, except Taiwanese (3.8 M) were the largest Asian group, followed by Filipinos (3.4 M), Asian Indians (3.2 M), Vietnamese (1.7 M), Koreans (1.7 M) and Japanese (1.3 M).

Source: U.S. Census Bureau, 2010 Census

Latin American, Latino and Caribbean Center

The Center for Caribbean and Latin American Studies promotes the understanding and appreciation of the historical, social and cultural lives of Latin American and Caribbean societies, and of Latino in the U.S. through education, community events, study abroad, international exchange, community outreach and research. Because of the importance of the Latino community as one of the largest minority groups in the U.S., the Center as part of the University's mission of fostering diversity and global awareness plays an important role in providing educational opportunities to Latino students and promoting Latino cultures. The Center organizes educational and cultural activities that aim to increase the recruitment and retention of Latino students.

The Center is located in Carroll Hall.

Contact Information: Dr. Jose Carlos del Arna, Ph.D., Director at 860-832-3211 or delarnaj@ccs-ll.edu.

Did you know?

National origin discrimination includes discrimination because a person (or his or her ancestors) comes from a particular place. The place is usually a country or a former country, for example, Colombia or Serbia. In some cases, the place has never been a country, but is closely associated with a group of people who share a common language, culture, ancestry, and/or other similar social characteristics, for example, Kurdistan.

Source: <http://www.eeoc.gov/policy/docs/national-origin.html#11>

ODE Staff Responsibilities

Rosa Rodriguez

Chief Diversity Officer
(CDO) & Title IX Officer
Davidson Hall, RM 102
860-832-0178
rosa.rodriguez@ccsu.edu

- Leads/manages CCSU's programs that promote equity, diversity and equal opportunity including oversight of the affirmative action (AA) and non-discrimination policies and procedures and Title IX
- Develops and coordinate training programs as they related to nondiscrimination, diversity, equity including Title IX
- Oversees the hiring process
- Investigates complaints
- Serves as the ADA coordinator
- Develops and coordinates cultural and educational programming activities
- Provides advocacy and referral services

Sarah Dodd

Associate to COO
Davidson Hall, RM 102
860-832-1653
sara.dodd@ccsu.edu

- Investigates complaints
- Assists with the development and implementation of the AA plan
- Serves as the lead person in the data collections as it relates to the AA
- Conducts training on issues related to diversity and Title IX
- Oversees the classified search process
- Provides advocacy and referrals
- Leads awareness campaigns
- Provides advocacy and referral services

Alberto Cifuentes, Jr.

University Assistant
Davidson Hall, RM 102
860-832-1652
albertoc@ccsu.edu

- Maintains ODE calendar and budget
- Assists with investigations
- Oversees records retention and filing system

State law requires that all employees participate in diversity training and that all those employees with supervisory responsibility participate in the sexual harassment prevention training. Based on state law, the university requires that all employees complete Title IX training on an annual basis. Contact the ODE for the training opportunities.

ADA Accommodations

Employees: The Office of Diversity and Equity handles employees' requests for reasonable accommodations.

Contact Information: Rosa Rodriguez, Chief Diversity Officer/Title IX Coordinator at 860-832-1652 or at rosa.rodriguez@ccsu.edu

Students: Requests for reasonable accommodations from students are handled by the Office of Student Disability Services. The office is located in Carroll Hall.

Contact Information: Office of Student Disability Services at 860-832-1952

Women's Center

The Ruthie Boyea Women's Center provides resources, to advocate, inform, and support personal development. The Center offers a variety of services for and about women. It also sponsors educational and cultural programs designed to promote gender equity, knowledge of women's rights issues, leadership and independence, and encourages understanding and cooperation among women of varied socio-economic groups, cultures, ethnic backgrounds, races and sexual orientations. The Women's Center welcomes all women and men.

The Center is located in the Student Center, RM 215.

Contact Information: Jacqueline Cobbina-Boivin, Women Center Coordinator at 860-832-1655 or cobbina-boivin@ccsu.edu.

Victim Advocacy

The Office of Victim Advocacy provides services to assist and support individuals affiliated with CCSU who have been impacted by sexual assault, relationship violence, and/or stalking.

The office is located in Carroll Hall, RM 248 and is staffed by a professional staff member.

Office Hours:

Monday-Friday, 9AM to 5PM (other times available by appointment)

Contact Information: Victim Advocacy and Violence Prevention Specialist at 860-832-3795.



**1
in 5
will be sexually
assaulted.**

The "1 in 5" statistic is based on the National Institute of Justice's "National Crime Victimization Survey" (NCVS), 2007.

**We're working
together to change
this statistic.**

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Office of Diversity and Equity (ODE)

Mission Statement

- Provide leadership for the University in its commitment to a campus environment that fosters respect for the dignity, rights and aspirations of each member of the University community.
- Coordinate the University's efforts to promote, develop and support a culturally diverse community.
- Guide the University community in the implementation of Affirmative Action and diversity strategies.

The ODE is located in Davidson Hall, RM 102. The office reports directly to the President and is responsible for promoting diversity and fairness. Responsibilities include the administration of:

1. Policies and Procedures
 - Nondiscrimination in Education and Employment Policy
 - Sexual Misconduct Policy
 - Procedures for filing related complaints
2. Federal and State Laws
 - Affirmative action and equal employment opportunity laws
 - Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act
 - Civil Rights laws including, Title IX, Title VII

Other responsibilities include the administration/implementation of the University's:

3. Investigation of internally filed complaints
4. Monitoring of the employment process (including recruitment, hiring, promotion and training)
5. Development and implementation of the annual Affirmative Action Plan
6. Provision of the ADA reasonable accommodations for employees
7. Conduct training on Title IX including the prevention of sexual harassment for staff and students and Diversity. Coordinate CCSU's violence awareness campaigns



2018 ANNUAL CAMPUS SECURITY & FIRE REPORT

Clery Report

Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime Statistics Act
Including Statistics for 2016 to 2018



Lawrence J. Davidson Hall, 461 S. Stanley Street, New Britain, Connecticut



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

2016-2018



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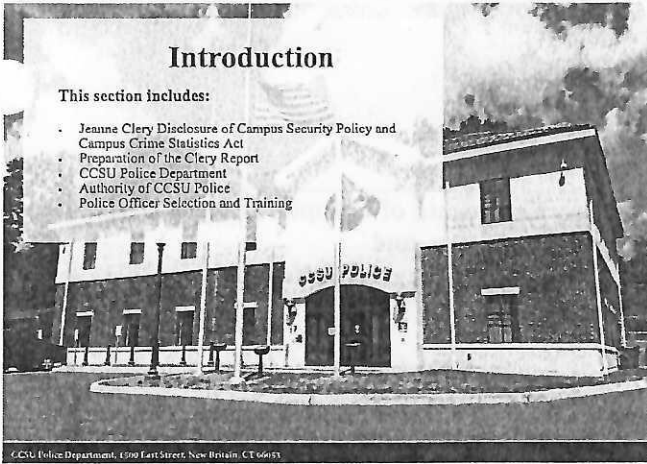
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Introduction

This section includes:

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Preparation of the Clery Report
- CCSU Police Department
- Authority of CCSU Police
- Police Officer Selection and Training



CCSU Police Department, 1500 East Street, New Britain, CT 06115

The CCSU community offers numerous advantages to students, staff, and visitors. While CCSU is a great place to live, work and study, it is not immune from the kinds of problems that concern the rest of the nation—including crime.

To mitigate the likelihood of crime, the University undertakes a variety of measures. Included are not only the services of the Police Department, but also those of other departments whose policies and services support a safe campus. However, no matter how effective the University's programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals and the community exercise reasonable care and prudence. Let's work together; safety and security is everyone's responsibility.



Gregory B. Sneed
Chief of Police

CCSU Police Department



The CCSU Police Department is headed by a Chief of Police who reports to the President of the University.

The Police Department's primary mission is the protection of lives and property at CCSU. It is committed to carry out this role in a manner that respects and protects the rights of all individuals to learn, create, grow, live and work in an atmosphere of mutual respect. For us, "quality" not only reflects the kind of service we pledge to provide, but also describes the kind of life on campus we support.

- The police are on campus and on call 24 hours a day, 365 days a year. Their duties include, but are not limited to:
- Patrolling the University around the clock.
 - Responding to a full range of emergency and routine calls for service.
 - Crime prevention/education activities.
 - Investigation of crimes.
 - Enforcement of state criminal and motor vehicle laws and campus regulations.
 - Dispatch and emergency communications, 24/7.

Additionally, because public safety is everyone's concern, an important role of the Police Department is to act as a safe campus advocate by sharing ideas and proposals that help shape the public safety dimensions of the services, programs and policies of other public safety "stakeholders."

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

"A Compliance and Reporting Overview

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.

Annual Security Reporting

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of response to sexual assault, domestic or dating violence, and stalking."

Clery Center, 2019

Central CT State University Preparation of the Clery Report for 2016 to 2018

The Records Manager at the CCSU Police Department is responsible for gathering the statistical data used in the preparation of this report. The manager relies upon the computerized records system of the CCSU Police for the bulk of this information which is pulled from arrests, citations, written warnings, etc. made by CCSU Police. Additionally, information is gathered from the offices of Student Conduct and Victim Advocacy as well as reports from campus security authorities. A request is also made annually to surrounding police departments for any information that may be relevant. These statistics include crimes which occur within all defined Clery geographic areas. Aside from the CCSU campus, this will include: Stanley Street, Paul J. Manafort Drive, Ella Grasso Boulevard, and East Street.

The Fire Incident section is prepared by the CCSU Public Safety Division of Administrative Affairs and submitted for inclusion in this publication.

This Clery Report is published annually, in October of each year, by the CCSU Police Department via the CCSU Police website. An email is sent to every student and employee each year that includes a brief description of the report's contents along with the address of the website where the report is published. Copies of the report are also available at the CCSU Police Department at 1500 East Street, New Britain, CT. Information regarding the Clery report is also noted on Human Resources Job Opportunities website for all position announcements.

Police Log: A publicly accessible log of all crimes is available at the CCSU police headquarters. As noted elsewhere, serious incidents may require notification of the campus community to help the police or to help prevent further crimes.

Authority of the CCSU Police

Each of Connecticut's 4-year universities has its own police department accountable to the president of each university. Each of these police agencies is also empowered to act in the same capacity as municipal police departments and each maintains a well equipped and highly trained department that operates 24 hours a day, 365 days a year. Officers are armed and possess full authority pertaining to arrest, search and seizure. The jurisdiction of the CCSU Police is generally limited to the geographic limits of the University. However, CCSU officers also have the authority to act anywhere in Connecticut regarding a felony and may also use their powers of arrest off campus under a regional mutual aid compact. Under this agreement and at the request of the New Britain Police Department, CCSU officers routinely assist the New Britain Police in patrolling and responding to calls for service in the neighborhood surrounding the campus.



Relationships with other Law Enforcement Agencies

The University and its Police Department enjoy excellent relationships with the New Britain Police Department, other municipal police departments, the Connecticut State Police and various federal law enforcement agencies. While the CCSU Police Department exercises primary police jurisdiction on the campus, the New Britain Police, the Connecticut State Police and other municipal law enforcement agencies have the authority to act on the campus as well.

NOTE: Other police agencies and the New Britain Police Department in particular, may notify the CCSU Police Department and/or the University if CCSU students are arrested off campus. In some cases, this may also lead to University sanctions for the misconduct.

Police Officer Selection and Training

The staff of the University Police Department consists of approximately 37 people, 19 of which are sworn police officers. Full-time and part-time civilian employees, including students, provide support in such functions as administration, security, communications, and parking enforcement. All of our police officers are subject to the stringent requirements imposed upon all police officers in Connecticut. To be selected, potential police officers must pass a written examination, physical fitness evaluation, oral interview and a background investigation that includes a polygraph examination, psychological screen and drug screen. Upon selection, CCSU recruits train with police recruits from municipalities across the state at the Connecticut Police Academy in Meriden. The basic training course (spanning about 22 weeks) is supplemented by at least 10 additional weeks of field training and continual training in specified areas to maintain their certification. Similarly, our dispatchers must meet certification standards through training in the skills of managing a communications center.





Crimes, Emergencies and Evacuation

This section includes:

- Reporting Crimes and Emergencies
- Confidential and Voluntary Reporting
- LiveSafe—Reporting
- Emergency Notification System & Timely Warnings
- Evacuation Procedures



Reporting Crimes and Emergencies

Crimes in progress and other emergencies should be reported by dialing 911 from any phone. Whenever possible, the actual victim or witness of the crime should call directly. First hand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information.

Emergency phones, known as "Code Blue Telephones," are strategically located across the campus and are connected directly to the police dispatch center on campus. A call to the police also activates the blue strobe light at many of these telephones.

The CCSU PD Communications Center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls from the Code Blue phones, campus business lines and 911 calls relayed from the City of New Britain Public Safety Answering Point. Upon receiving calls for service, dispatchers assign the appropriate police officers, firefighters, or emergency medical staff to respond.



When calling 911 or the CCSU PD to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect carried, where and when the suspect was last seen, description of the suspect (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information. In addition to the importance of accurate and prompt reporting of all crimes, timely information assists in developing information and warnings for the campus.

Calling for Other Police Assistance

For non-emergency assistance, please call the CCSU PD at 860-832-2375. The University Police Department is located at 1500 East Street in New Britain, CT and is open 24 hours a day. The administrative services portion of the department is open from 8 a.m. to 4 p.m., Monday through Friday.

Voluntary and Confidential Reporting of Crimes

Except as noted below, the University does not have a reporting system for annual crime statistics that is both voluntary and confidential. Victims or witnesses to a crime are encouraged to report what they know about a crime to the police. The CCSU Police welcome all such information and, under some circumstances, will safeguard confidentiality. However, neither the police nor the University can guarantee confidentiality in all instances, particularly where the information pertains to an offense or an alleged offender that may affect the safety of others on campus. Indeed, in such cases a University employee (except a medical practitioner or professional counselor) may be required to divulge information to the police or others on a need to know basis. Pastoral and professional mental health counselors are encouraged to gather information on crimes reported to them, on a voluntary and confidential basis, for inclusion in the annual security report.

Anonymous Reporting of Crimes

To report any crime anonymously, go to www.ccsu.edu/police/ and select "Anonymous Crime Report" from the left menu.

This form is for reporting crimes anonymously to both the CCSU Police Department and other University Departments as needed. The information in this form will assist in the compilation of statistical records for crimes that occur on the CCSU campus or surrounding area in compliance with federal and State laws and Board of Regents policies. A person who has been a victim of a crime may fill out this form him/herself or may ask a third party (such as a friend or a counselor) to do so. If this is an emergency, please call 911!

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Other Campus Security Authorities (CSA)

You may also report crimes to individuals who are not members of the Police Department or the Office of Equity and Inclusion. Other CSA's may include RAs, athletic coaches, Title IX coordinators, or an ombudsman.

LiveSafe—Crime Reporting

LiveSafe is a mobile safety communications platform, which provides users the tool to do something right from their mobile phone. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged texts, calls, photos and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools.

LiveSafe puts a mobile security system in the hands of everyone, deputizing faculty, staff and students so they can feel involved and empowered to do something when they see something. Users can send texts, photos, videos and precise location information to report incidents ranging from routine maintenance needs, to suspicious activity and/or to safety threats. LiveSafe's cloud-based command dashboard receives tips in real time and allows security officials to respond via secure live chat. It is the "Do Something" for "See something, Say something"

CCSU Emergency Notification System & Timely Warnings

Timely Warnings for Crimes

In the event that a crime (listed in the Clery Act) or a series of crimes constituting a serious or continuing threat to the campus community, a campus wide "timely warning" will be issued. This is a decision made by the Chief of Police. Depending upon the situation, the CCSU Police will work with the Office of Marketing and Communications on distribution through campus email, LiveSafe or other means, (e.g., postings, direct distribution of flyers, the campus' student newspaper, and campus websites). CCSU may also use its CCSU ALERT system if warranted.

CCSU Emergency Notification Systems

CCSU has an Emergency Notification System (CCSU ALERT) that focuses on emergency notifications in concert with a public safety response to avert threats and minimize the potential consequences of campus emergencies. Emergency notifications are sent to the entire campus community.

What to Expect

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CCSU Police will activate (unless doing so will compromise efforts to contain the emergency):

- External loudspeakers, tones and voice messages (Whelen System)
- SMS Text/Voice messaging system (Everbridge System—all employees and students are enrolled)
- Computer alert system
- Messages directly through the LiveSafe app or an SMS text, push notification or email.

What Should You Do and Why?

- Evacuate the building in case of a fire alarm or other specific instructions to do so.
- Otherwise seek shelter immediately in the nearest building away from doors and windows.
- Secure your area, lock doors and windows, close blinds, prevent suspect from accessing victims.
- Only call 911 if you or others are in danger (Calling 911 for information prevents the receipt of emergency calls)
- Do three things: remain calm, do not take unnecessary risks, follow instructions.

Time is of the essence in an emergency and the police may not have or be able to convey very much detail about the emergency. Therefore, initial messages will merely alert you that a particular type of emergency (e.g., crime or hazardous condition) is taking place on campus. As soon as it is practical, additional information will be posted through the CCSU website or via the Everbridge system.

How are Notification Decisions Made?

When a situation is reported to CCSU Police, the department will immediately respond and investigate. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, CCSU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notifications UNLESS the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain or mitigate the emergency.

System Activation

The confirmation of a "significant emergency" and, therefore, the activation of the alert is generally the responsibility of the Chief of Police based upon the police response to an emergency and in consultation with the President and Executive Policy Council in accordance with the Emergency Response Management Plan. In other emergencies where the need for notice is less immediate, the decision to activate a CCSU ALERT will be made by senior management officials. Such alert messages may be more specific and may take advantage of other supplemental notification methods depending upon the situation. CCSU ALERT is pre-loaded with a series of emergency messages to streamline the notification process which can all be modified to address specific threats.

When it's Over

When the emergency is over the CCSU ALERT system will also be used to make that notification.

Are the Notification Systems Tested?

Yes. Both of the primary notification systems (Everbridge and Whelen) are tested at least annually. Tests as well as drills (i.e. University officials practicing their roles for a staged incident) are announced to the campus community in advance and coincide with a reminder regarding emergency response and evacuation procedures. A standard emergency message is sent at the beginning of the drill/test. Another notification is sent at the conclusion of the test/drill. The notifications are sent to the campus community via notifications on computer screens, voicemail, and text messaging. An actual emergency that results in an activation of CCSU ALERT will be considered an unannounced test of the system.

Emergency Evacuation Procedures/Plan

Introduction

The Evacuation Plan identifies procedures for: evacuation; emergency shut down; evacuation rally points and headcounts; listances, places of refuge and shelter-in-place. This Plan complies with the requirements of 29 CFR 1910.38. Evacuation maps for dormitory buildings are posted in each dormitory room. The purpose of this Plan is to ensure a safe, orderly evacuation of CCSU employees, students, visitors, and contractors.

Evacuation Procedures

The decision to evacuate all or part of the campus will be made by the Chief of Police, Interim Director of Facilities, Director of Environmental Health and Safety, or his/her designee, in conjunction with approval from the President. If there is an immediate threat to lives, the on-scene Incident Commander may order an evacuation. If necessary, the CCSU Police Dispatch Officer will give evacuation notice by activating fire alarms or by phone, radio, the Everbridge emergency notification system, or by individual contact as the situation warrants. Anyone recognizing the immediate need to evacuate a building should do so by manually pulling a fire alarm and calling 911 or CCSU Police at 860-832-2375.

In the event of a building evacuation, CCSU students, personnel, and visitors should follow the following procedures:

1. Evacuate the building immediately. Exit routes in all buildings are marked with illuminated exit signs. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
2. Personnel should evacuate by means of the nearest available marked exit.
3. Upon evacuation, do not stop to take any belongings, etc. from the building. Use stairways and not elevators.
4. Staff in labs or in locations with power machinery should ensure equipment is placed in a safe condition prior to leaving. This should be done as expeditiously as possible and only if it can be accomplished safely.
5. When out of the building, stay at a safe distance from the building (at least 300 feet away) and out of the way of emergency personnel.
6. If you suspect that anyone is still inside the building, notify the emergency responders at the scene.
7. Stay upwind from smoke or chemical clouds.
8. Stay at a safe distance from the building until told to reenter or receive other directions from authorities onsite.
9. Stay with classmates, fellow CCSU employees, etc. so that a head count may be taken if necessary.
10. Follow any further directions authorities on site might give.

New Britain Fire Department and/or CCSU Police personnel will check the incident site and make sure everyone has evacuated. A decision to evacuate the campus may cause specifically trained employees to properly shut down certain operating equipment, according to established departmental procedures and for employees, visitor and contractor to leave the campus quickly and safely.

Evacuation Routes

All personnel should take the step of advanced planning to learn where the exits are located in the building in which they normally work. University students and personnel are in many different buildings during the day and may not be familiar with the nearest exits. Make note that the nearest exit may not be the main entrance to the building.

Faculty and instructors should become familiar with the locations of exits from the classrooms where they teach in order to inform their students of the nearest exits if an evacuation is ordered.

- Seek additional information via the CCSU website

Shelter in Place — Hazardous Materials (HAZMAT) Release

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility.
- Close and lock all windows, exterior doors and any opening to the outside.
- If possible, move to an interior room above ground floor with fewest windows and vents.
- Do not leave the building until authorized by fire or police officials.

Emergency Building Evacuation for People With Physical Disabilities

In the event of an emergency that may require a building evacuation, the following procedure is recommended:

- Call 911 and tell the dispatcher your location and remain where you are by sheltering in place. If you are unable to call 911, tell others of your location to inform emergency personnel.
- Have a sounding device, such as a whistle, to alert emergency personnel, and a small flashlight.

If a campus-wide evacuation is necessary, which is extremely unlikely, the employees and students will follow the directive issued by the Incident Commander. CCSU will provide instruction, transportation, and shelter in a safe place when necessary. Evacuation centers will provide only temporary shelter until the emergency is over.

People Needing Assistance

Personnel who cannot evacuate a building without assistance should seek areas of refuge and notify someone of your location by calling 911 or CCSU Police 860-832-2375. In all buildings, the stair landings are a safe area. In some buildings, there are actually designated areas of refuge with which you should become familiar.

In buildings that have a full sprinkler system, areas of refuge are not required. Go to any room and close the door to block smoke and ensure that someone is notified of your location.

Personnel needing assistance, who have disclosed this condition to the university, are listed in building locations according to where they live or work. Upon building evacuation, Police Dispatch is alerted to the locations of these people and will respond accordingly.

Accounting for People During an Evacuation

A University poses a unique problem for accounting for all students and personnel in the event of an evacuation. The number of people in a building can change by over a thousand in a period of minutes. To account for this, the following approach will be used to ensure the safety of staff, students, and visitors.

Each department head or chairman should have a copy of a current list of all employees in his/her department, to be updated annually. This person is responsible for accounting for their employees and communicating with emergency response personnel.

During an evacuation of a building, it is the responsibility of all university employees as they evacuate to look for any person who cannot evacuate the building for any reason and to notify emergency personnel outside the building.

In classrooms and labs, the instructor should be the last one out of the room to ensure that all students have left. Instructors should direct their classes to the most expedient way of exiting the building and instruct them to move at least 300 feet from the building after exiting. After evacuating, the instructor shall remain with his/her class and communicate any pertinent information to emergency responders.

Once outside, it is the responsibility of all university employees to assist in moving people at least 300 feet from the building and to ensure that nobody remains around the exit.

Building Re-entry

Emergency response personnel will notify students and employees when the building may be re-entered. All employees should assist in ensuring that nobody enters the building until emergency personnel have given the clearance to re-enter the building. Many times audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.

Active Shooter—Special Instructions for Acting When There's an Armed Intruder

- Run—If an escape route is accessible, attempt to evacuate the premises. Warn others and call 911 when you can.
- Hide—If you cannot escape, find a place to hide where a shooter is less likely to find you.
- Fight—As a last resort take action against the shooter when facing imminent injury or death. Attempt to disrupt and/or incapacitate the shooter.

CENTRAL
CONNECTICUT STATE UNIVERSITY

Crime Prevention and Programming

This section includes:

- Crime Prevention
- Student Responsibility
- LiveSafe—Crime Prevention
- Student Conduct
- Drugs and Alcohol
- Missing Student Notification

Crime Prevention and Programs

- **Education:** The CCSU Police Department works closely with Residence Life to provide up-to-date and meaningful presentations to the resident community about crime on the CCSU campus. Upon request, CCSU police officers are available for presentations on:
 1. Campus Safety
 2. Drug/Alcohol Abuse
 3. Sexual Assault Awareness on Campus
 4. Domestic Violence
 5. DUI Laws and Enforcement
 6. R-9 Demonstration
 7. Vandalism
 8. Bicycle Safety
 9. Date Rape Drugs and Other Drugs
- **Crime Analysis:** On an ongoing basis, the Police Department monitors and analyzes reports of all crime on campus and, according to the results of that analysis, modifies patrols.
- **LiveSafe Safety Map:** Staying aware of your surroundings is one of the key steps to staying safe, regardless of where you are. The Safety Map enables you to quickly see where you are and what's around you in both familiar and new locales.
- **Safety Escorts:** Using student workers, public safety assistants or police officers, concerned students will be escorted within the campus.
- **Engraving:** The Police Department will assist students in engraving items of value.
- **Emergency Telephones:** The University has installed many well-placed emergency telephones (Blue Light Phones) on campus that automatically dial into the police dispatch center on campus.
- **Student Patrol:** Students are employed by the Police Department to provide escorts and perform building security checks.
- **ID Cards:** All full-time students, faculty and staff have been issued photo ID cards, which they are required to possess at all times and must show upon request.
- **E-CHUG (Electronic Check-Up to Go):** A required interactive web survey for incoming CCSU students that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment is self-guided, and requires no face-to-face contact time with a counselor or administrator.
- **The Sexual Violence Prevention Program (SVPP):** A required on-line program for all incoming CCSU students to complete. The interactive program provides information on healthy versus unhealthy relationships, consent, different forms of sexual violence, strategies for identifying and interrupting sexual violence, and how to help victims/survivors.

Security of and Access to Campus Facilities

- **Facilities Upkeep:** Facilities and grounds are maintained with safety in mind. The Facilities Management Department inspects campus facilities regularly, promptly make repairs affecting safety and security and responds to reports of potential safety and security hazards such as broken windows and locks. The grounds crew of the Facilities Management Department regularly monitors and responds to problems in landscaped areas of campus that may cause a safety hazard, for example shrubbery that impedes lighting.
- **Locked Residence Halls:** Residence halls are locked 24 hours a day, seven days a week. Students gain entry to the residence halls by a card access system that closely monitors access of all people in these areas.
- **Residence Hall Staff:** Each residence hall has a full-time, live-in Director with Residence Assistants on each floor.
- **Access Control and Security Cameras:** The University has invested significantly in the technology necessary to implement electronic access control and closed-circuit television cameras.

Student Responsibilities and Crime Prevention

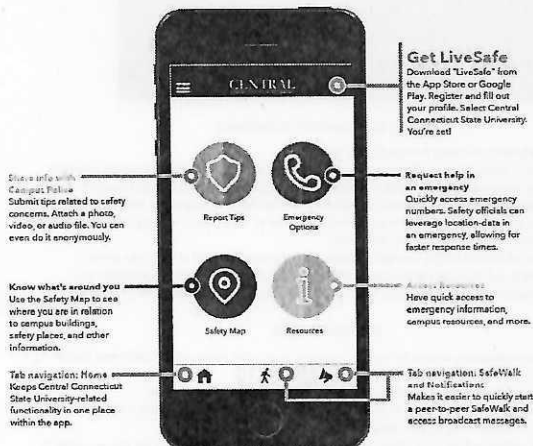
The cooperation and involvement of students in a campus safety program is absolutely necessary. The potential for problems is reduced when students follow sound safety-oriented practices. The residence halls will quickly feel like home—but you have to remember that you are not home. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple commonsense precautions. Look out for one another and behave as good citizens. Below are some helpful hints to help you reduce the chance of becoming a crime victim.

Remember, you are part of the "security system" at CCSU. If you do not engage in safe practices, you place yourself and others at great risk.

- Lock your door when you leave and take your keys with you, no matter how long you will be gone. It only takes a few seconds to be "kipped off."
- Lock your door when you and/or your roommate are sleeping.
- Do not leave notes on your door telling the world that no one is in or when you will return. It's an open invitation for theft.
- Keep wallets, purses, checkbooks and jewelry out of sight and locked up if possible. Do not keep large sums of money on hand and routinely check your checkbook to see if any checks are missing.
- Keep a record of all your valuable items, noting description, serial number and approximate value of the items. In some cases you should consider taking pictures of them. These records should be kept in a secure location. Also, keep a copy with your parents.
- Check with your parents' insurance company to see if your property is covered under their homeowner's policy while you're living at school.
- Do not loan your room keys or access control card to anyone.
- Do not attach your keys to your University ID; it's another invitation for theft.
- Do not allow strangers into your room.
- Only allow responsible visitors to your residence halls. You are responsible for their behavior.
- Register your residence hall guests.
- Do not open your door unless you know who is on the other side, especially at night.
- Do not allow door-to-door salespeople to enter the residence hall or your room. CCSU policy prohibits soliciting in any building without prior written approval from the University.
- Do not leave valuables, particularly electronic devices such as a cellphone, in your vehicles.
- Lock your car!
- Do not prop doors open.
- Use only the authorized exits, except in an emergency.
- Do not use your identity to allow a stranger into the residence halls.
- Report any suspicious person or activity to the University Police, (860) 832-2375.

LiveSafe—Crime Prevention

LiveSafe application can be used from the user's cell phone as a means to improve safety and prevention efforts. For instance, faculty, staff and students can utilize the SafeWalk option. Utilizing GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based off initial location and intended destination, hands-free smart alerts are sent to both parties if the user doesn't arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived or has summoned for help. Additionally, the Safety Map option can help navigate unknown areas by highlighting key locations, customized to the university. It also can be used to alert travelers to potentially dangerous areas.



Student Conduct

- Students have the same responsibility to obey the law, on and off campus, as any other citizen.
- Misconduct by anyone may violate either University policy or the law, or both.
- Misconduct that is ONLY a violation of University policy may subject one to campus disciplinary processes, e.g., the Student Code of Conduct.
- Misconduct that is a violation of the law may subject one to arrest and prosecution, AND if the law violation is ALSO a violation of University policy, the University may take administrative action as well.

Drugs and Alcohol

The University has a strong commitment, not only to a safe campus, but also to an environment that supports the development of healthy lifestyles. CCSU regards the abuse of drugs and alcohol as inappropriate behaviors that are inconsistent with the goals of the University. In support of this view the University has promulgated restrictive policies regarding the possession and use of drugs or alcohol on campus. Education and counseling programs support these policies. The policy statements related to alcohol and other drug abuse may be found in the Student Handbook. In addition to enforce violations of University policy, the CCSU Police, as well as other municipal, state or federal agencies will enforce the laws pertaining to alcohol and drugs including statutes relating to underage drinking.

NOTE: Both the New Britain Police Department and the CCSU Police Department have stepped up enforcement measures related to complaints of alcohol abuse and/or loud parties in the neighborhood surrounding the campus. Underage drinking is illegal.

Alcohol and Drug Education

Please see the Student Handbook section related to this topic at: Student Wellness Services, Office of Wellness Education. The Student Handbook can be accessed by clicking on the link: [Student Handbook](#)

Weapons

The possession or use of firearms, fireworks, dangerous weapons or unauthorized chemicals is strictly prohibited and in many cases also violates state or federal law.

Monitoring of Off-Campus Student Organizations

CCSU does not recognize any off-campus student organizations including any with off-campus housing facilities. Therefore, CCSU has no policy regarding the monitoring and recording of such facilities through the local police.



Missing Student Notification Policy

How to Report

If a member of the University community has a reason to believe that any community member is missing or that foul play may be involved, he or she should immediately notify CCSU Police (860) 832-2375.

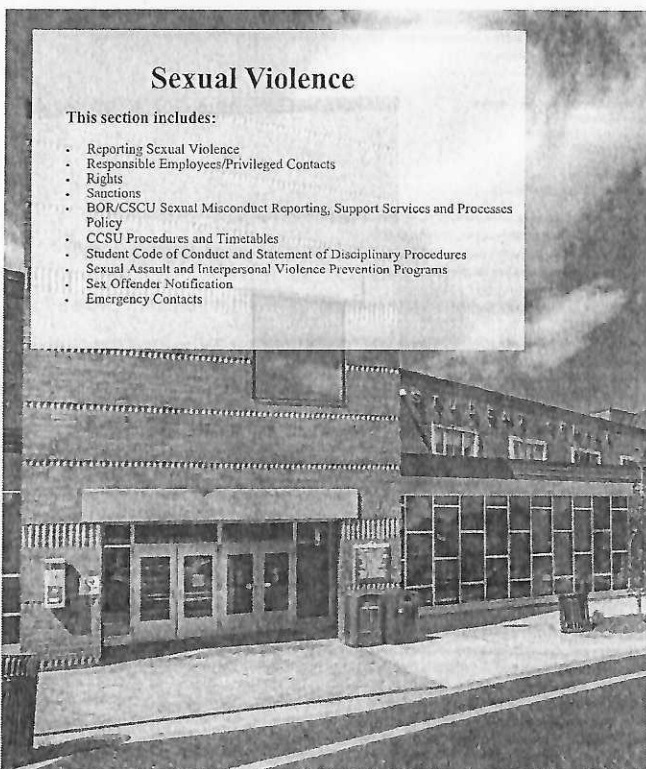
Notification of Emergency Contact

CCSU Police will generate a missing persons report, initiate an investigation, notify other law enforcement agencies and notify the student's emergency contact after determining that the student is missing.

In the case of any missing student under the age of 18 and who is not an emancipated individual, the CCSU PD will notify the student's parent or legal guardian immediately after a determination that the student has been missing. For any student, if the CCSU PD is unable to contact an emergency contact person or parent/guardian as provided above, the CCSU PD will contact that person's local law enforcement agency in order to make contact with such person.

Maintaining Emergency Contact Information

Students are required to review and update their own contact information, as well as the name and address of an Emergency Contact, before registration. This requirement ensures that CCSU is able to alert students about campus emergencies and to reach emergency contacts in the event a student is involved in an emergency. Students can update their Emergency Contact Name and Address by clicking on the Central Pipeline link at the top of www.ccsu.edu page and choosing "Students." On the Central Pipeline Students page, click on the WebCentral-Banner Web link. Log into the WebCentral and click on "Update Contact Information" on the "Home" tab. A student's confidential contact information will be accessible only by authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.



Sexual Violence

Sexual violence (sexual assaults and other forms of intimate partner violence) continues to be of great concern on campuses nationwide. CCSU wants you to know first and foremost that **sexual violence is a crime**. The CCSU Police will vigorously investigate all reported sexual violence and will work closely with victims, victim's service agencies, other law enforcement agencies and the prosecutor's office to bring perpetrators to justice.

CCSU policies on sexual violence cover four vital areas:

1. Reporting/Reporting Options
2. Contact Information
3. Rights
4. Sanctions

Reporting Sexual Violence

In any emergency, call 9-1-1. If no immediate emergency exists and the assault...

- Occurred off campus, contact local police for assistance. (At your request, CCSU Police will assist you in making contact with appropriate officials.)
- Occurred on campus, call CCSU Police at 860-832-2375.
- If you become a victim of a sexual assault, you should seek medical attention immediately. Do not wash, eat, use a restroom, bathe, douche, change your clothes or straighten up the area where the attack occurred. Call the Police, Sexual Assault Crisis Service or simply go to a hospital emergency room. Why? Because sexual assault is one of the only crimes in which the victim's body is also the crime scene. If a victim doesn't take these precautions, evidence of the crime may be lost.
- Time is of the essence. Medical evidence needs to be collected within 120 hours of an assault in case you decide – now or later – to press charges. Collecting the evidence keeps your options open.
- If you are still wearing the clothing you had on during the assault, take a change of clothes with you to the hospital, as your clothes may be needed for evidence. If you have already changed, the clothes worn during the assault will be needed at the hospital. Do not transport the clothes in plastic bags or containers – to preserve the evidence use clean paper bags, clean sheets, or a clean pillowcase to wrap your items.
- Do not keep the incident bottled up inside you; seek help from a support group and talk about it. You have the right to report all cases of sexual assault to the University Police Department even if you don't wish to press charges. The information you provide to the University Police Department may be helpful in preventing further attacks and even lead to the arrest of the offender. The most important point to remember is to get the medical attention and the support you need.

Q. Why Report? A. Because reporting preserves your options.

Because sexual assaults seldom occur with witnesses present, physical evidence may be crucial in helping to establish the facts of the case or to link a suspect to the crime. Therefore, to the extent possible, the scene of the assault should be preserved for the police and you should seek medical attention before bathing. If you choose to report the matter to the police, either directly or with assistance, they will begin their investigation immediately. This will maximize their chances of gathering the amount of evidence necessary to justify an arrest and conviction of the suspect. If you change your mind after making an initial report, the police will not compel you to proceed. Conversely, if you elect not to report the matter to the police initially, but change your mind later, you may do so. However, while the police will do their best, delays in beginning the investigation may result in lost physical evidence or otherwise diminish the ability of the police to establish the level of proof necessary to either arrest or convict a perpetrator.

Reporting Options/Protective Measures

While the university encourages victims to report crimes to the police, this is a very personal decision. Some find it more comfortable to first seek medical attention and/or counseling or mental health services. HELP IS AVAILABLE in the form of professional assistance in accessing and utilizing campus, local advocacy, counseling and health services (including mental health). The service options listed on the chart on page 49 describes their availability and the degree of confidentiality. Regarding the issue of confidentiality, the University will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations. However, CCSU reserves the right to designate which University officials have a need to know about individual conduct complaints. Additionally, the University has an obligation to scrutinize reports of sexual assaults, whether or not the police investigated the matter. To help you decide upon seeking assistance, the reporting options below describe two types of confidentiality.

It is important to note that the Office of Equity and Inclusion, Office of Student Conduct and CCSU Police processes are separate. You have the right to file reports with all, one or none of the systems. CCSU's Office of Victim Advocacy can provide information on options and can assist you with making reports.

Joanna Flanagan – CCSU Office of Victim Advocacy
 860-832-3795
jflanagan@ccsu.edu
 Willard DeLoero Hall, Room D-305
 M-F 9 AM – 5 PM (on mid-Avenue, first and third floors)
Joanna is here to assist and support you.

Responsible Employees/Confidentiality

- Will guard your privacy to the extent permitted by the law;
- Have an obligation to ensure notice to appropriate campus authorities so that the University may take necessary steps to protect the community as a whole and to consider and impose appropriate disciplinary measures;
- Must share non-personally identifiable information with the police for statistical purposes to comply with federal law;
- Must share enough information to allow officials to consider whether or not a "timely warning" is warranted to alert the campus to a serious and ongoing threat to their safety;
- Must share enough information so that University officials may determine any need to undertake action;
- To the extent possible, will limit communications to a finite group of people on a need-to-know basis; and
- May have to disclose information upon request unless an exception applies under Connecticut's Freedom of Information Act.

Privileged Contacts

- Cannot disclose communications without the reporter's consent to any other person, except under very limited circumstances such as an imminent threat of danger to self or others;
- Offer you options and advice without any obligation to tell anyone, unless you want them to;
- Will help you report incidents to the police or others who can take action against a perpetrator – with your permission;
- Keep you in full control over what happens next; and
- Permit you to seek assistance from them without starting a chain of events that takes things out of your control or violates your privacy.

Rights

Victim Rights: As a victim of sexual violence you have the right to:

- Notify law enforcement of such assault or violence.
- Receive assistance from campus authorities in making any such notification.
- Obtain a "protective order" and/or apply for a temporary "restraining order" through the court or seek enforcement of an existing protective or restraining order.
- Seek changes in academic, living, campus transportation or working conditions in response to your victimization. Options will be considered on a case-by-case basis, if so requested by the victim.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police or to pursue criminal charges.

Immediately following a crime, victims have rights, including the right to:

- Help in obtaining emergency care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after the arrest. Contact the clerk of the court to check on status, court date and location.
- Timely disposition of the case after the arrest of an accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to the Office of Victim Services for crime-related financial assistance.
- Return of property that the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police or to pursue criminal charges.

Sanctions

University Sexual Assault Protocols unequivocally state that sexual assault is a crime, as well as a violation of the Student Code of Conduct and/or other University policies.

Sexual assault offenders, in addition to arrest and the full processes of the criminal justice system, may also be subject to the campus disciplinary system (students or staff). For example:

- If the person who assaulted you is a student, you may seek disciplinary action against that person through the Office of Student Conduct.
- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office of Equity and Inclusion.

You may take these actions in conjunction with, or independently of, a criminal prosecution. The University Police will assist you in this process as well. With respect to student offenders, procedures and penalties are enumerated on the following pages, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the accused and the accuser to have others present during the hearing and to ensure that both are informed of the outcome of the proceeding including any sanctions that are imposed.

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report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. A firmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. 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, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never 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 affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation affirmatively consented, or (b) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

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 derogatory words to describe an individual

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BOR/CCSU Sexual Misconduct Reporting, Support Services and Processes Policy

Central Connecticut State University Statement

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the BOR policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

CCSU is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in CCSU's Violence Free Campus Policy, members of the University community have the right to a safe and welcoming campus environment. Acts of sexual misconduct and intimate partner violence threaten personal safety and violate the standards of conduct expected of community members.

Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Central Connecticut State University, as well as anyone present at CCSU-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

Students: "Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the University community or to the property of the University."¹

Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CSU/university policies, and state regulations.

Statement of Policy

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to ensuring 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

¹CCSU Student Code of Conduct, Part B

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- 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 any one'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 the level of sexual exploitation include:

- Prostituting 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 images 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 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 cohabitating 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 threat.

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- 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 Educational 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 (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

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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 Parties

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;

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- 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 an investigation or 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 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.

12/5/2014 – BOR Academic & Student Affairs Committee; 1/15/2015 – Board of Regents; 6/16/2016 – Board of Regents

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To report an incident at Central Connecticut State University

Office of Diversity and Equity (All complaints)
Dr. Nancy "Rusty" Barceló, Interim Vice President for Diversity, Inclusion and Equity
Pamela Whitley, Diversity Associate and Title IX Officer
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06053
Davidson Hall, Rm. 119
860-832-1653
barcelo.n@ccsu.edu
pamela.whitley@ccsu.edu

Office of Student Conduct (Complaints against students)
Stephanie Reis, Director
Willard DiLoreto Hall, Rm. W-105
860-832-1667
swreis@ccsu.edu

University Police (All criminal complaints except sexual harassment) 860-832-2375

Human Resources (Complaints against employees)
Anna E. Suski-Lenczewski, Chief Human Resources Officer
Davidson Hall, Rm. 101
860-832-1757
lenczewskia@ccsu.edu

Office of Student Affairs (Complaints against students)
Dr. Michael D. Jasek, Vice President of Student Affairs
Davidson Hall, Rm. 103
860-832-1605
michael.jasek@ccsu.edu

If you want to speak with someone at CCSU

Office of Victim Advocacy and Violence Prevention
Joanna Flanagan
Victim Advocacy and Violence Prevention Specialist
Willard DiLoreto Hall, Rm. D-305
860-832-3795
jflanagan@ccsu.edu

Women's Center
Jacqueline Cobhina-Boivin, Coordinator
860-832-1655
cobhina-boivin@mail.ccsu.edu

Counseling and Wellness Center (Confidential)—860-832-1945

If you want to speak with a Community Partner

Sexual Assault Crisis Services (Confidential)—860-223-1787 (English); 888-568-8332 (Español)
Prudence Crandall Center for Domestic Violence (Confidential)—888-774-2900 (24-hour hotline)

To report an incident to an Outside Agency

An individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the University's Internal Discrimination Grievance Procedure.

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1. The Connecticut Commission on Human Rights & Opportunities (All)

Capitol Region and Central Office
450 Columbus Boulevard, Suite 2
Hartford, CT 06103
Tel: (860) 566-7710

Eastern Regional Office
100 Broadway
Norwich, CT 06360
Tel: (860) 886-5703

Southwest Regional Office
350 Fairfield Avenue
Bridgeport, CT 06604
(203) 579-6246

West Central Regional Office
Rowland Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
(203) 805-6530

Complaints should be filed with the Commission on Human Rights and Opportunities no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunities Commission (Employees)

John F. Kennedy Federal Building
475 Government Center,
Boston, MA 02203
(800) 669-4000

Complaints should be filed with the Equal Employment Opportunities Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

3. State of Connecticut: Employee Grievance Procedure

Contact Human Resources Office or union representatives for Grievance forms and/or procedures.

4. U.S. Department of Education, Office for Civil Rights (Students)

Boston Office
Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-0111
Tel: (617) 289-0111
Email: OCR.Boston@ed.gov

Central Connecticut State University

Procedures and Timetables for Processing of Discrimination, Harassment Intimate Partner Violence and Sexual Misconduct Complaints

In accordance with Section 46a-68-46 of the Affirmative Action Regulations of Connecticut State Agencies, the following procedures provide an internal process for the handling of complaints involving claims of discrimination or harassment, including sexual misconduct/violence.

This procedure is designed to further implement the Nondiscrimination in Education and Employment and BOR/CCSU Sexual Misconduct Reporting, Support Services, and Processes policies by providing a process through which individuals alleging violation of these policies may pursue a complaint. This includes allegations of retaliation, discrimination, harassment based on age, ancestry, color, disability, gender identity or expression, genetics, national origin, marital status, race, sex (including pregnancy, transgender status, sexual harassment and misconduct), religious creed, veteran status, sexual orientation, prior criminal conviction and any other status protected by federal or state laws.

When responding to an internal complaint, disclosure of information relating to the internal complaint and the identity of the complainant will be handled with appropriate sensitivity and in accordance with applicable laws.

A. Process for Filing Internal Complaints of Alleged Discrimination or Sexual Harassment and Misconduct

1. Who may file:

Any employee, applicant for employment, student, applicant for admission or any other person, including visitors.

2. When to file:

To provide adequate opportunity for a prompt investigation, complainants are encouraged to file as soon as possible but, except in cases involving sexual misconduct, must file no later than ninety (90) calendar days following the complainant's first knowledge of the alleged discriminatory act.

For cases involving allegations of sexual misconduct, there is no time limit for the filing of complaints. In extenuating circumstances, the Chief Diversity Officer has the discretion to waive the deadline for the filing of complaints involving matters other than sexual misconduct. Once filed, the internal complaint must be resolved within ninety (90) calendar days unless the complainant consents to extend this time period.

3. Where to File:

The Office of Diversity and Equity handles internal complaints alleging violations of the Nondiscrimination Opportunity in Education and Employment and/or the BOR/CCSU Sexual Misconduct Reporting, Support Services, and Processes policies. The Chief Diversity Officer (CDO) or his/her designee reviews and, if necessary, conducts an investigation into each complaint that, if proven, would constitute a violation of CCSU policies. Complaints against students are filed with the Office of Student Conduct.

All complaints

Dr. Nancy "Rusty" Barceló, Interim Vice President for Diversity, Inclusion and Equity
Office of Diversity and Equity
Davidson Hall, Rm. 119
860-832-0178
barcelo.n@ccsu.edu

Complaints against Students

Stephanie Reis, Director
Office of Student Conduct
Willard DiLoreto, Rm. W-105
860-832-1667
sreits@ccsu.edu

The Diversity Associate, Pamela Whitley, serves as the Title IX officer. Complaints against students may be referred to the Office of Student Conduct.

Reports against the President, Chief Diversity Officer or Office of Diversity and Equity Employees

If a discrimination complaint is made against the President, Vice President for Diversity, Inclusion and Equity or an Office of Diversity and Equity employee alleging that these employees directly or personally engaged in discriminatory conduct, the complaint shall be referred to the Commission on Human Rights and Opportunities (CHRO) for review and, if appropriate, investigation by the Department of Administrative Services, except if any such complaint has been filed with the Equal Employment Opportunity Commission or the Commission on Human Rights and Opportunities, the CHRO or Department of Administrative Services may rely upon the process of the applicable commission in lieu of such investigation.

4. Process for filing complaints

At the time an individual makes his/her complaint, the Vice President for Diversity, Inclusion and Equity or designee will provide the individual with the University's respective policies on CCSU Nondiscrimination in Education and Employment Policy and/or the BOR/CCSU Sexual Misconduct Reporting, Support Services, and Processes Policy and the procedures and timetables for processing internal complaints.

No Basis to Proceed.

At any point during the processing of the complaint, the Vice President for Diversity, Inclusion and Equity or designee may determine that there is no basis to proceed under the Nondiscrimination in Education and Employment Policy, BOR/CCSU Sexual Misconduct Reporting, Support Services and Processes Policy. The Vice President for Diversity, Inclusion and Equity or designee shall refer the complaint as appropriate. The Vice President for Diversity, Inclusion and Equity or designee shall notify the complainant and, if necessary, the respondent of the outcome as appropriate, in accordance with applicable state and federal laws.

Investigatory Process.

The Office of Diversity and Equity shall provide the respondent with a written summary of the complaint, including a description of the alleged discriminatory acts, within ten (10) business days of the filing of the complaint. If the complaint is in writing, the Office of Diversity and Equity shall provide the respondent with a copy of the written complaint or summary of the complaint. Disclosure of information shall be in accordance with applicable state and federal laws.

The Vice President for Diversity, Inclusion and Equity or designee shall weigh all evidence pertaining to the internal complaint, make findings of fact, recommendations, and, with the consent of the parties and appropriate executive officer, propose settlements to the University President. Without investigation, the Vice President for Diversity, Inclusion and Equity or designee may also mediate issues between parties where the allegations, if proven, would not constitute a violation of CCSU policies.

The complainant and the respondent (person accused) will be allowed to have one non-participating support person present for the interview(s). For represented employees, this support person could be a union representative; however, if the support person is not a union representative, the employee who is the respondent will be asked to sign a union waiver. For more information, see the Right to Union Representation section.

Timeline

Internal complaints shall be investigated and resolved within ninety (90) calendar days of the receipt of the complaint, including the written notification to the complainant(s) and respondent(s) regarding the results of the investigation. Whenever possible, complaints should be resolved in accordance with relevant University policies at the supervisory, Dean or Director's level with the concurrence of the Vice President for Diversity, Inclusion and Equity.

Right to Union Representation.

In accordance with federal law and applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting. Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel policy or law.

Determination.

Upon the conclusion of its investigation, the Vice President for Diversity, Inclusion and Equity or designee will determine whether or not discrimination or harassment in violation of CCSU policy occurred. A preponderance of the evidence standard is used to make this determination. A copy of the investigatory report will be provided to the University President.

1. Unsupportable Complaints: If the Vice President for Diversity, Inclusion and Equity or designee determines that the evidence is insufficient to support the allegation, he or she shall dismiss the complaint.
2. Supportable Complaints: If the Vice President for Diversity, Inclusion and Equity concludes that the allegations are supported by the evidence, he or she will report his or her findings and recommendations to the appropriate administrator.

5. Disciplinary Action

If the Vice President for Diversity, Inclusion and Equity or designee believes that disciplinary action against the respondent may be warranted at this or a subsequent stage, a recommendation will be made to the Chief Human Resource Office (for employees) or the Office of Student Conduct (for students).

B. Process for Filing an Appeal

Within fifteen (15) calendar days of the issuance of the Vice President for Diversity, Inclusion and Equity's determination, the complainant or respondent may file an appeal of the determination. The appeal and all supporting documentation shall be submitted in writing to the University President, with copies to the Vice President for Diversity, Inclusion and Equity and other parties to the complaint.

The President or designee shall review the investigation and determine whether to affirm or modify the decision. The President or designee may receive additional information if the President or designee believes such information would aid in the consideration of the appeal.

If an appeal of the Vice President for Diversity, Inclusion and Equity's determination is filed, the University President or designee shall conduct a review of said appeal and issue a written decision within thirty (30) calendar days of the appeal. The University President shall notify all parties in writing of his/her decision.

AAUP members have the option of appealing the decision using a review panel as outlined in the AAUP Complaint Procedure.

The decision on appeal exhausts the complainant's and the respondent's administrative remedies under this procedure except as provided herein.

Appeal Process for AAUP Members

The complaint will be processed according to an agreed-upon procedure consistent with the CSU-AAUP Collective Bargaining Agreement, Appendix F. See AAUP Complaint Review Procedure.

C. Records Maintenance

The Vice President for Diversity, Inclusion and Equity shall create and maintain a file of each internal complaint received under these procedures. All information, including records and correspondence pertaining to said internal complaint will be kept in this file. Access to the file will be in accordance with applicable State and Federal statutes and collective bargaining agreements. The Vice President for Diversity, Inclusion and Equity will secure these files. All such files shall be maintained indefinitely, unless otherwise required by applicable State and Federal statutes and collective bargaining agreements.

All records of internal complaints and dispositions shall be reviewed on a regular basis by the Office of Diversity and Equity to discern any pattern in the nature of the internal complaints.

Related policies and procedures:

- Nondiscrimination in Education and Employment Policy
- BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes
- Consensual Relationship Policy
- Student Code of Conduct and Statement of Disciplinary Procedures

Revised October 25, 2011

Revised June 6, 2014—added BOR Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy, and revised the following sections: Investigatory process; Reports against Vice President for Diversity, Inclusion and Equity

Revised June 15, 2016 the following section: Investigatory Process: removal of sexual harassment policy from related policies and procedures; update notification timeframe for responding parties; clarification of support person for represented employees

Revised June 12, 2017 the following section: Investigatory Process: The right to a support person has been modified to expressly state a respondent or complainant is entitled to only one support person during the investigatory process.

Revised November 27, 2017 the following section: Introduction: added veteran status to protected class listing. Revised April 23, 2018 the following section: When to file section.

Revised May 6, 2018 – updated the name of the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes and records retention section to maintain files indefinitely.

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Student Code of Conduct and Statement of Disciplinary Procedures

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Prohibited Conduct

Sexual misconduct may include engaging in one of more behaviors:

1. (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; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational 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
 - stereotypical 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.

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- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypical 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.

- (b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

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. Consent cannot be assumed because there is no physical resistance or other negative response. 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). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

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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 the level of sexual exploitation include:

- Prostituting 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 images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you 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.

2. Intimate partner violence is defined as:

- Including intimate partner violence, which is 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, as defined in section 1 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 1 above or; (5) sexual exploitation, as defined in section 1 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include 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 threat.
- Emotional abuse, which can include 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.

3. Stalking, which is defined as repeatedly contacting another person when:

- a. The contacting person knows or should know that the contact is unwanted by the other person; and
- b. 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.

Disciplinary Procedures – Nonacademic Misconduct

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. **Providing Information leading to a Complaint:** Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University's Disciplinary Officer or Conduct Administrator.
2. **Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code:** University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. **Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual, Intimate Partner, Domestic Violence or Other Sex Related Offense:** See Section I.F.
4. **Pre-Hearing Investigation and Administrative Disposition:**
 - a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.
 - b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer's or Conduct Administrator's consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.
5. **Hearing Bodies:** A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concerns surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination. Any Hearing

regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

Hearing Procedures:

Notice of Hearing: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

Hearing: Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

- 1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
- 2) present evidence and witnesses on their behalf;
- 3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the

sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the Accused Student, normally within one (1) business day after the conclusion of the Hearing.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

7. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student's receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.

a. Grounds for Review: The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.

b. Review Procedures: In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon all involved.

c. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

d. Opportunity to Present a Defense: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.

e. Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense: The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.

f. Non-Appearance of Accused Student at Disciplinary Hearing: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of "not responsible" on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.

g. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.

b. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.

i. Evidence of Prior Convictions or Disciplinary Actions: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.

j. Accommodation of Witnesses: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

k. Written Notice of Decision: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of "responsible" or "not responsible," and the

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

Hearing procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent" in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.
4. 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;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

Disciplinary Sanctions

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. **Sanctions Which May Be Imposed for Violations of the Code:** The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.
 - a. **Warning:** A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.
 - b. **Fine:** A sanction involving the imposition of a specified dollar amount due and payable by a specified date.
 - c. **Probation:** Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.
 - d. **Loss of Privileges:** Denial of specified privileges for a designated period.
 - e. **Restitution:** Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
 - f. **Discretionary Sanctions:** Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.
 - g. **Residence Hall Warning:** A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

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- h. **Residence Hall Probation:** Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused Student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.
- i. **Residence Hall Separation:** Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
- j. **Residence Hall Expulsion:** Permanent separation of the Student from the residence halls.
- k. **Suspension:** Suspension is temporary disciplinary separation from all universities among CCSU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CCSU by suspension may under the terms of the suspension be excluded from the premises of all CCSU premises when in the judgment of the suspending authority, the Student's continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student's home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student's home University for designated purposes.
- l. **Expulsion:** Expulsion is permanent disciplinary separation from all universities within CCSU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CCSU by expulsion may under the terms of the expulsion be excluded from all CCSU Premises when in the judgment of the expelling authority the Student's presence would constitute a danger to persons or property or a threat to the academic process.
- m. **Revocation of Admission and/or Degree:** Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.

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Protective Measures for Victims Following An Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking

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. Protective measures may also include no contact orders and interim suspensions.

Sexual Assault and Interpersonal Violence Prevention Programs

CCSU prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the *Clery Act*. Dating violence, domestic violence, sexual assault, stalking and affirmative consent are defined in Connecticut as follows.

- There is no definition for "dating violence" in Connecticut law.
- "Domestic violence" is defined in Section 46b-38h of the General Statutes of Connecticut:
- If any person is convicted of a violation of section 53a-59, 53a-59a, 53a-59b, 53a-60, 53a-60a, 53a-60b, 53a-60c, 53a-62, 53a-63, 53a-64, 53a-64a, 53a-64b, 53a-64c, 53a-70, 53a-70a, 53a-70b, 53a-70c, 53a-71, 53a-72a, 53a-72b, 53a-181, 53a-181e, 53a-181d, 53a-181e, 53a-182, 53a-182b, 53a-183, 53a-223, 53a-223a or 53a-223b, against a family or household member, as defined in section 46b-38a, the court shall include a designation that such conviction involved family violence on the court record for the purposes of criminal history record information, as defined in subsection (a) of section 54-142g.
- "Sexual assault" shall include but is not limited to a sexual act directed against another person without the consent 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.
- "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.
- Stalking is further defined in sections 53a-181e, 53a-181d, 53a-181e, and 53a-181f of the General Statutes of Connecticut.

"Affirmative Consent" is defined in Section 10a-55m of the General Statutes of Connecticut which says that affirmative consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person

Risk Reduction

Beginning with Freshman Orientation, Central takes an active role in raising awareness and creating a safe space for open dialogue and action to end sexual assault and any form of intimate partner violence. Educational programs and prevention initiatives are primarily coordinated by the CCSU Office of Victim Advocacy, the Office of Diversity and Equity,

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Residence Life, Student Activities and Leadership Development, Counseling and Wellness Center and the Women's Center. These offices each contribute to a wide range of events, workshops, social media activity, campaigns, keynote speakers and training focused on sexual and intimate partner violence.

Central's Office of Victim Advocacy (OVA) also provides professional advocacy services for any CCSU community member who has been impacted by sexual assault, intimate partner violence and/or stalking. OVA provides information on different reporting options, assists in connecting with resources and counseling services and provides ongoing emotional support. The Office of Victim Advocacy is located in Willard Dilworth Hall, Room D-305 and can be contacted at 860-832-3795.

Programs

Orientation Programs: CCSU offers a comprehensive orientation for new students each summer. At Orientation, students were required to attend "Sex Signals" a 90-minute, interactive program facilitated by two trained professionals. The program focuses on beliefs, attitudes and behavior that can lead to sexual violence, the difference between seduction and coercion, consent, how to identify predatory behavior and how to intervene to support members of the CCSU community.

Prosocial Bystander Training: A team of CCSU staff, faculty, students and administrators have been trained to facilitate a 90-minute training entitled *Bringing in the Bystander*. Students who attend this 90-minute program will better understand their role and the impact that they can have in creating a safer campus. Discussion and activities help students identify a continuum of inappropriate sexual behavior, develop empathy for survivors, and build skills to safely and effectively intervene as an active bystander in situations that lead to sexual violence.

The Red Flag Campaign: This campus wide initiative uses an evidence-based, bystander intervention strategy to address sexual assault, dating violence and stalking on college campuses. At CCSU the campaign includes the distribution of red flags on campus, a poster series, classroom presentations and several key note speakers. The Red Flag Campaign is developed and implemented each year by a committee of faculty, staff and students.

Stand Up CCSU: This campaign is a central initiative of the CCSU Office of Victim Advocacy and is focused on preventing sexual violence through a bystander intervention model. Each year Stand Up CCSU is led and developed by CCSU students, with guidance from OVA and key faculty members. The campaign includes educational workshops, classroom presentations, a student developed poster campaign, major outdoor events and a keynote speaker.

Other Helpful Links

www.knowyourix.org
Provides information on Title IX and student rights. Created by and for students.
www.ccsu.edu/diversity/
Links to CCSU Title IX policies and procedures and staff contact information
www.ccsu.edu/studentconduct/resources.asp
Links to the CCSU Student Code of Conduct

Sex Offender Notification

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of the means by which you may obtain information about registered sex offenders who may be present on campus. The main webpage for the CCSU Police contains a link to the State of Connecticut sex offender registry. Additionally, in accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the CCSU Police Department keeps a record of all registration information transmitted to it from the Connecticut Department of Public Safety and can be found at the front desk of the police department. This registration information is accessible to the public online at: http://www.communitynotification.com/cap_office_disclaimer.php?office=54567

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Contact Information					
FOR ALL EMERGENCIES – DIAL 9-1-1					
Reporting Office	Location	Availability		Type of Communication	Services Provided
		On or Off Campus	24/7 (Around the Clock)		
CCSU Police	On	X		Responsible Employee	Special confidentiality rules apply regarding sexual assaults.
CCSU Faculty and other Officials	On		X	Responsible Employee	All will attempt to assist victims to the best of their ability.
CCSU Office of Victim Advocacy	On		X	Responsible Employee	Advocacy and support for students and employees 860-832-3793
CCSU Student Wellness Services/Counseling	On		X	Privileged	Licensed counselors available for students. 860-832-1943
CCSU Student Wellness Services/Health	On		X	Privileged	Medical assistance and referral for students. 860-832-1925
CCSU Women's Center	On		X	Responsible Employee	Support, counseling and advocacy for victims. 860-832-1655
Clery	Both	Varies		Privileged	Discussions with clery are protected whether or not the clery are affiliated with CCSU, e.g., through the Campus Ministry (a student organization).
Connecticut Alliance to End Sexual Violence	Off	X		Privileged	Statewide organization overseeing local sexual assault crisis agencies. Statewide 24-hour toll-free Hotlines 1-888-999-5245 (English) or 1-888-568-9332 (Spanish)
Connecticut Coalition Against Domestic Violence	Off	X		Privileged	Statewide organization overseeing local domestic violence crisis agencies. Statewide 24 hour toll free Hotlines 1-888-774-2500 (English) 1-844-831-9200 (Spanish).
Diversity & Equity Office	On		X	Responsible Employee	To conduct investigations regarding sexual harassment, including sexual assault. 860-832-1652
Hospital of Central Connecticut	Off	X		Privileged	Emergency care, including sexual trauma care. 860-224-3671
Human Resources	On		X	Responsible Employee	Conducts investigations into violations of this policy by employees and make recommendations for appropriate administrative action. 860-832-1760
New Britain Police Department	Off	X		Responsible Employee	Special confidentiality rules apply regarding sexual assaults.
Office of Victim Advocate	Off		X	Privileged	Information, advocacy, counseling referral, notification, & victim compensation. 1-800-823-8428
Prudence Crandall Center	Off	X		Privileged	Emergency shelter, counseling, court-based services, transitional & permanent supportive housing, children's services. 860-225-5187
Residence Life Staff	On	X		Responsible Employee	Will contact the police and assist victims at residence halls.
Student Conduct Officer	On		X	Responsible Employee	Conducts investigations into violations of this policy regarding students and pursues disciplinary action against students who have violated this policy. 860-832-1667
YWCA Sexual Assault Crisis Service	Both	X		Privileged	Licensed Support and Advocacy Services for Victims of Sexual Assault - Statewide 24 hour toll free Hotlines 1-888-999-2545 English 1-888-568-8332 Spanish

bers of the particular university by procedures developed by the Senate and approved by the President.

16.3.6 Termination Hearing Committee

"Termination Hearing Committee" is a committee consisting of five (5) members elected by the members of the particular university based upon procedures developed by the Senate and approved by the President.

16.4 In cases of abandonment, if the member cannot be located and has failed to contact the University, the member shall be suspended without pay, pending contact for a period of three (3) months and shall be terminated at the end of that time if all efforts for contact have failed. Such efforts shall include telephone calls to the last known number, letters posted by certified mail, return receipt requested, and attempts to contact known relatives. Termination of employment under these circumstances shall be construed as resignation. If the member is located within three (3) months from date of suspension, the President shall evaluate the situation and shall reinstate the member or refer the matter to the discipline process.

16.5 If, after a preliminary investigation, the Administration believes that the conduct of a member may justify imposition of discipline, the Administration shall promptly inform the member and shall investigate the circumstances surrounding the matter. At this or any subsequent stage the affected member shall have the right to representation.

16.5.1 If a member refuses to participate at any stage of the disciplinary process, the procedures shall go forward based on such evidence and testimony as are available.

16.5.2 If an appropriate investigation indicates a member may be a danger to persons or property, the Administration may immediately suspend the member with pay. In extreme cases when a member has been arrested and incarcerated, the Administration may suspend the member without pay for the duration of the incarceration. Once the incarceration ends, the member shall be immediately placed back on the payroll. The Administration may subsequently suspend the member with pay, pending disciplinary action under Article 16.6 and its subsections of this Agreement. If the Administration fails to initiate disciplinary action within thirty (30) calendar days after the incarceration ends, the member shall be paid all of his/her salary that had been withheld and he/she made whole.

The member or the CSU-AAUP Chapter at the member's university may challenge the suspension without pay under this Article through an expedited grievance filed at Step 3 (Article 15.5.3). The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6 The parties recognize that it is their mutual interests to conduct investigations in a timely manner under Article 16.5. To that end, such investigations shall normally conclude within sixty (60) calendar days. In the event that a time period greater than sixty (60) days is required, the Administration shall notify the member of the reason for the delay and the anticipated conclusion date of the investigation. Following the investigation in Article 16.5, and prior to the imposition of any discipline, the Administration shall give notice to the member of the pending charges and sanctions.

The parties further recognize that it is in their mutual interest to provide all evidence generated by the investigation. To that end, if the Administration determines that countervailing interests necessitate withholding certain evidence, the Administration shall provide the member and the CSU-AAUP with a written explanation of the reason for the failure to disclose such evidence. If the evidence is withheld due to legal requirements, the Administration will provide the member the CSU-AAUP with citation to applicable legal authority. In any event the Administration shall, to the extent allowed by applicable law, provide redacted copies of any such documents. No evidence withheld from disclosure by the Admin-

Disciplinary Policies

Subsequent to an investigation by either the Office of Diversity and Equity and/or the University Police Department, the Human Resources Department conducts an administrative investigation if an employee has been alleged to have violated the BOR/CCSU Sexual Misconduct Reporting, Support Services and Processes Policy. The discipline administered is dependent on numerous factors with a just cause standard needing to be met first. Prior to discipline being administered, the severity of the misconduct, the employee's prior service record and a review of prior similar acts by other employees and the outcome of those cases must be considered. The actual discipline process varies and is detailed in the individual collective bargaining agreements. Excerpts from each bargaining agreement follows.

CSU-AAUP Collective Bargaining Agreement 2016-2021

**ARTICLE 16
REPRIMAND, SUSPENSION AND TERMINATION**

16.1 Discipline shall be defined as reprimand, suspension, or termination. No member shall be disciplined except for adequate cause. The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of American citizens.

16.2 This article does not cover the retrenchment of a tenured member or a non-tenured member prior to the end of a specified term (Article 17). This article does not cover a member whose employment has ended following the completion of a special or final appointment or a decision not to renew a probationary appointment.

16.3 Action under this article may be effected by the President for (1) "adequate cause", including "falsification of credentials" or (2) "abandonment" as defined herein. The burden of proof to sustain an action rests with the university and shall be satisfied only by clear and convincing evidence in the record as a whole.

16.3.1 Adequate Cause

"Adequate cause" means behavior demonstrating unfitness of the affected member to discharge professional responsibilities.

16.3.2 Falsification of Credentials

"Falsification of Credentials" means knowingly providing false information as a basis for employment, promotion or tenure.

16.3.3 Abandonment

"Abandonment" means absence from scheduled duties for a period of two (2) consecutive weeks without informing the University.

16.3.4 Notice

"Notice" means written communication to the member. When notice is furnished to a member, it shall be provided to AAUP.

16.3.5 Mediation Committee

"Mediation Committee" is a committee consisting of three (3) members and three (3) alternates selected from the mem-

istration during the investigation may be used as a basis for suspension or termination unless it is provided to the member and the CSU-AAUP prior to the issuance of a notice of intent to discipline pursuant to Article 16.6.2 or Article 16.6.3.

At this point, upon the request of the member, confidential discussions between the President or designee and the member concerning possible resolution of the matter shall occur.

If settlement is achieved at the meeting, the issue shall be deemed resolved. A statement of the terms of the mutual settlement shall become part of the member's personnel file, if the member so requests. Such settlement shall not be inconsistent with the terms of this agreement.

If no mutually satisfactory resolution is reached within three (3) weeks, either the charge shall be withdrawn, or the President shall proceed with the imposition of the sanction.

16.6.1 If the sanction is a reprimand, it shall be placed in the member's personnel file and a copy sent to the member. The reprimand shall carry the date, if any, of planned removal from the member's personnel file. A member may contest the imposition of a reprimand and the prescribed time it will remain in the member's personnel file through the grievance system. A reprimand after its expiration date, if any, shall be removed. This may be accomplished either by an appropriate administrator or upon the request of the member.

16.6.2 If the sanction involves a suspension, the Administration shall issue in writing an intent to suspend the member without pay for a stated period. The member may contest said intent to suspend through an expedited grievance filed at Step 3 (Article 15.5.3). If the member elects to file such a grievance, the member shall do so within seven (7) calendar days of notification of said intent. The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6.3 If the sanction involves termination, the Administration shall send a written statement of charges framed with reasonable particularity to the affected member, the University Mediation Committee, the BOR President or designee, and the President of CSU-AAUP. The statement of charges shall be accompanied by a notice of the affected member's right to a hearing before the University Termination Hearing Committee. This notice shall be copied to the Termination Hearing Committee.

16.6.3.1 The Mediation Committee shall assist the parties in attempting to affect a resolution. Members of the Mediation Committee who are disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative and be replaced by an alternate. The Mediation Committee shall conclude its role within two (2) weeks of notice received pursuant to 16.6.3.

16.6.3.2 The Termination Hearing Committee shall, within five (5) days of the date of notification in 16.6.3, tentatively schedule a hearing no sooner than six (6) weeks and no later than eight (8) weeks from that date of notice.

16.6.3.3 The President of the BOR or designee and the CSU-AAUP President shall, within five (5) days of the date of notification in Article 16.6.3, select a Termination Hearing Officer (see Article 16.6.4). The Hearing Officer shall be selected from a list of nine (9) which will be determined by November 1, 2016: three (3) members selected by CSU-AAUP, three (3) managers selected by the Board, and three (3) arbitrators provided by the American Arbitration Association.

The selection method shall be as follows: The President of the BOR or designee and the CSU-AAUP President shall alternately strike one name from the list, until only one name remains; a toss of a coin shall determine who strikes the first

name. In the event the hearing officer selected by this process is not available on the hearing date(s), the hearing officer who was stricken last shall be sought. The cost of the hearing officer's fees and related expenses, if any, shall be borne by the Board.

16.6.3.4 If the affected member chooses to waive the right to a hearing, the member must so inform the President within three (3) weeks of receipt of the statement of charges described in Article 16.6.3; by waiving the right to a hearing, the member does not waive the right to contest the disciplinary action through arbitration. If the member does not waive a hearing by this time, the President shall direct the Termination Hearing Committee to confirm the tentatively scheduled hearing date(s) (see Articles 16.6.4 - 16.6.12).

16.6.3.5 After the Termination Hearing Committee has confirmed the hearing date, the Committee shall inform the affected member and the President confirming the date, place and time of the hearing. The Committee shall provide this information as expeditiously as possible, but in no case less than two (2) weeks prior to the commencement of the hearing. The Administration shall expeditiously notify the President of CSU-AAUP and the BOR President or designee, who shall notify the selected Hearing Officer.

16.6.4 The Termination Hearing Officer shall: (a) conduct the hearing for the purpose of insuring orderly procedures and presentation of the case by the Administration and by the member and/or AAUP for the benefit of the Termination Hearing Committee; and (b) advise the members of the Committee as required, on procedural or definitional matters identified herein. The Hearing Officer shall grant extensions or recesses to which both parties agree, the Hearing Officer shall grant reasonable recesses to enable either party to investigate evidence as to which a valid claim of surprise is made,

The Hearing Officer shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. In all other respects, the Voluntary Labor Arbitration Rules then in force of the American Arbitration Association shall prevail regarding the conduct of the hearing.

16.6.5 Prior to the hearing, the affected member shall determine whether the hearing should be public or private and no adverse inference shall be drawn from such determination.

16.6.6 The member shall be entitled to have an advisor and/or legal counsel attend and participate fully in the proceedings. If the member employs legal counsel, it shall be at the member's expense. CSU-AAUP and its counsel (if different from the individual's counsel) may also attend and participate in the proceedings.

16.6.7 If requested by either party, a verbatim record of the hearing or hearings shall be taken and a typewritten copy shall be made available to the requesting party. The cost of said material shall be borne by the requesting party and a copy shall be shared with the other party.

16.6.8 The Administration shall cooperate with the member to make available relevant documents and witnesses who are university employees.

16.6.9 The member and the Administration shall have the right to confront and cross-examine all witnesses. Members of the Committee may ask questions of the parties and of witnesses, under the general control of the Hearing Officer.

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charge his professional responsibilities. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of citizens.

20.2 When Management has reason to believe an incident(s) has occurred which might serve as grounds for discipline, it shall investigate prior to the application of Section 20.3 below. Interviews with the employee and others may be conducted during any such investigation. Before such interview occurs, the member shall be advised of his right to Union representation and shall acknowledge in writing that he has been given such opportunity. If the individual refuses to make such written acknowledgment, Management shall notify the Union prior to the meeting.

20.2.1 In cases where the President/Chancellor believes that an employee's presence on campus may endanger himself or others, the employee may be placed on a paid leave pending completion of the above process.

20.3 Prior to imposing any disciplinary action, the appropriate Management official shall meet with the member who shall be given the opportunity to be accompanied by a Union representative. The member shall acknowledge in writing that he has been given the opportunity to be accompanied by the Union representative. If the individual refuses to make such written acknowledgment, Management shall notify the Union representative prior to the meeting. At this meeting, written charges shall be presented to the employee.

If the matter is not disposed of by mutual agreement at the meeting and the appropriate Management Official decides to impose discipline, he shall send a written statement of the charges and the disciplinary action to the member and the Union simultaneously.

20.3.1 Written Reprimand

A written reprimand shall carry the date, if any, of planned removal from the personnel file not to exceed twenty-four (24) months. If a reprimand is not removed from the member's personnel file pursuant to the Grievance Procedure, it shall be the employee's obligation to request such removal after the reprimand's expiration date, if any, has passed.

An evaluation shall not be construed as a written reprimand.

20.3.2 Abandonment

Members who both fail to meet their assigned duties and to report their absence for more than ten (10) consecutive work days may be deemed to have abandoned their employment absent extenuating circumstances.

20.3.3 An administrative faculty member may grieve any suspension, demotion, or dismissal beginning at Step 2 of the grievance procedure.

20.4 If a disciplinary grievance proceeds through arbitration, the arbitrator may:

- (1) approve the disciplinary action imposed by the University;
- (2) reduce or modify such penalty as appropriate under the circumstances;
- (3) eliminate the penalty with a purging of the record and restoration of all pay and benefits.

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16.6.10 (See 16.6.3.) In the hearing of charges of gross incompetence, the University's burden shall include the proffering of witness(es) from these or other institutions of higher education.

16.6.11 The findings of fact and decision shall be based solely on the hearing record.

16.6.11.1 In weighing the case for dismissal for falsification of credentials, the Termination Hearing Committee must consider whether there is clear and convincing evidence that: (a) false information has been provided; (b) such action was known to the member; and (c) such information was a basis for the member's employment, promotion or tenure, as the case may be.

16.6.11.2 In weighing the case for dismissal for adequate cause other than falsification of credentials, the Termination Hearing Committee must consider whether there is clear and convincing evidence of unfitness of the affected member to discharge professional responsibilities.

16.6.12 At the conclusion of the hearing, the Hearing Officer shall declare the record closed. Within seven (7) days, the Termination Hearing Committee shall deliver a written decision and recommendation to the President. Said recommendation shall include a recommendation to: (a) dismiss the affected member; or (b) suspend, with or without pay, for a stated period; or (c) reprimand; or (d) dismiss the charges. The decision and recommendation shall be determined by majority vote of the committee. The Hearing Officer shall not participate in the substantive deliberations of the Committee but shall be available to advise on procedural and definitional matters.

16.6.13 Within seven (7) days of receiving said recommendations, or of receiving the affected member's waiver (Article 16.6.3.4) the President shall make a decision on the matter and shall inform in writing the affected member, the CSU-AAUP President, the BOR President or designee, the Hearing Officer and the Termination Hearing Committee, if applicable, of that decision.

16.6.13.1 If the President concurs with the recommendation of the Termination Hearing Committee or imposes a lesser sanction, the affected member shall have no further substantive appeal under this agreement.

16.6.13.2 If the President decides to impose a sanction of greater severity than recommended by the Committee, the President shall include the reasons in the written decision. In this instance, the member or CSU-AAUP may appeal, by written notice to the President within ten (10) days, to the grievance process beginning at Article 15.5.3 or 15.5.4.

16.6.14 A member terminated or otherwise disciplined under the provisions of Article 16 may, upon exhausting all appeals, seek reversal only on grounds of inadequate cause, by exclusive remedy either from the courts or from binding arbitration. The sole remedy an arbitrator may confer upon an aggrieved member is reversal of the decision to dismiss or discipline. If court action is not supported by CSU-AAUP, the cost of the legal fees in such action shall be borne by the member.

SUOAF-AFSCME Collective Bargaining Agreement 2007-2011

ARTICLE 20 - DISCIPLINE

20.1 Discipline of a member under this Article may include any written reprimand, demotion, suspension with or without pay, or dismissal from service. The Board subscribes to the principles of progressive discipline. No disciplinary action shall be instituted against any bargaining unit member without just cause. Any disciplinary action shall be predicated upon written charges related directly and substantially to the alleged unsuitability of the member to dis-

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Maintenance & Service Contract NP-2

Article 17 Dismissal, Suspension, Demotion and Other Discipline

Section One. No permanent employee who has completed the working test period shall be demoted, transferred for disciplinary reasons, suspended, discharged or otherwise disciplined except for just cause.

Section Two. The employer shall notify the Union in writing of all discipline inclusive of any reprimand, demotion, disciplinary transfer, suspension (including the docking of pay for disciplinary reasons), or discharge concurrent with the written notice to the employee. Disciplinary action shall be timely. Such written notice shall cite the reasons for the discipline, effective date of discipline, and the notice of right of appeal. If the Union or the employee desires to grieve the disciplinary action, written notice thereof shall be submitted directly to Step III of the grievance procedure within fourteen (14) days of receipt of the notice of discipline, or else the grievance is waived notwithstanding any provisions of the Agreement to the contrary. A copy of such notice of appeal shall be sent concurrently to the employee's agency designee.

Section Three. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve whether he/she participated in a violation of such article. If, in an arbitration proceeding, the employer establishes that the employee(s) breached the no Strike Article, the arbitrator shall have no power to alter or modify the discipline imposed.

Section Four. Employer Conduct for Discipline. If an employer has an immediate need to correct or counsel an employee it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's work station.

Section Five. In cases which involve a criminal investigation or the disposition of a criminal charge related to the employee's work or work performance, the employee may be placed on an unpaid leave of absence pending administrative action of the appointing authority. An employee may draw upon all his/her earned leave (except sick leave). The employer shall investigate alternative assignments for the employee in lieu of unpaid leave. In all other cases involving investigation, an employee shall be placed on a paid leave of absence and shall be informed of the nature of the alleged charges. If an employee is discharged or suspended as a result of the investigation, the effective date of such discharge or suspension shall be the effective date of the leave of absence. If the employee is not dismissed as a result of the investigation, he/she shall be reinstated with full pay retroactive to the starting date of the leave. Such reinstatement, however, shall not preclude other disciplinary action.

Section Six. Investigatory Review. An employee who is being interviewed concerning an incident or action which may subject him/her to disciplinary action shall be immediately notified of his/her right to have a Union steward or other Union representative present, provided this provision shall not unreasonably delay completion of the investigatory interview. This provision shall be applicable to investigation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the scene of the incident. No employee shall be requested to offer or to sign a statement to be used in a disciplinary proceeding against himself/herself without being advised of his/her right to Union representation. If the employee waives the right to representation in this instance, such waiver shall be in writing and signed by the employee.

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Section Seven. To the extent practicable, the investigation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When an employee is called to appear at any time beyond his/her normal work time, and actually testifies, he/she shall be deemed to be actually working. If the employee's steward is on duty at the time of the meeting, he/she shall be released for the meeting with pay.

Eight. The grounds presently spelled out in Section 5-240 for dismissal, demotion, suspension and reprimand including the consequences of unsatisfactory service rating(s) are hereby incorporated by reference.

Section Nine. When an employee is demoted, suspended or discharged, each party shall provide to the other, upon request, copies of all written documents to be submitted in evidence at a grievance hearing. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Ten. An employee may be temporarily transferred within a twenty-five (25) mile radius for a period not to exceed ten (10) working days in order to investigate and/or resolve potential employee conflicts or situations of alleged sexual harassment. The Union will be notified of this transfer prior to its taking effect. No employee shall be involuntarily temporarily transferred more than one (1) time in a calendar year.

Article 18

Hours of Work, Work Schedules and Overtime

Section One. Work Schedules. (a) **Standard Workweek.** The standard workweek for full-time employees shall be thirty-seven and one half (37½) hours in five (5) consecutive days with regularly established starting and ending times.
(b) **Nonstandard Workweek.** A nonstandard workweek for full-time employees shall average no more than five (5) workdays and thirty-seven and one half (37½) hours per week (Friday through Thursday) over a period of eight (8) weeks or less.
(c) **Unscheduled Workweek.** An unscheduled workweek for full-time employees shall be thirty-seven and one half (37½) hours in five (5) days, with starting and ending times determined by the requirements of the position.
(d) Effective July 4, 1986, all employees who are assigned to a forty (40) hour workweek shall have all benefits calculated on that basis.

Section Two. Employees shall receive two (2) weeks written notice of any change in previously scheduled hours or workweeks, except in emergencies and then in no event less than twenty-four (24) hours.

Section Three. (a) During the life of this Agreement, prior to the establishment or disestablishment of nonstandard or unscheduled workweeks as defined in Section One (b) and (c), the State shall notify the Union and shall negotiate to the full extent required by law. The Union agrees to make every reasonable effort to conclude negotiations within thirty (30) days. If that is not possible, the State may implement the proposed schedule change or a modification thereof which may have resulted from the discussions with the Union.
(b) The employer shall notify the Union when it significantly changes agency operating hours and/or establishes significantly different work schedules. Upon request of the Union, the employer shall negotiate with the Union over the impact of such changes on the employees.
(c) When it becomes necessary to involuntarily change an individual employee's work schedule, the employer shall select on the basis of inverse seniority, unless in his/her judgment, there is a significant difference in the qualifications or work records of those employees who

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Administrative Clerical Bargaining Unit NP-3

ARTICLE 16

DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. No permanent employee who has satisfactorily completed the working test period shall be reprimanded, demoted, suspended or dismissed except for just cause. Just cause may include but is not necessarily restricted to incompetency, inefficiency, neglect of duty, misconduct or insubordination.

Section Two. The parties jointly recognize the deterrent value of disciplinary action and, whenever appropriate, disciplinary action will be preceded by warning and opportunity for corrective action. Nothing in this Section shall prohibit the Employer from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Section Three. A permanent employee who is reprimanded, demoted, suspended or dismissed shall have the right to appeal such action through the grievance and arbitration process set forth in this Agreement.

Grievances concerning dismissal, demotion or suspension shall be submitted directly to Step III of the grievance procedure within twenty one (21) calendar days of the written notice. All grievances filed directly to Step III shall include a copy of the disciplinary notice and a copy of the grievance form shall be sent concurrently to the employee's agency designee. By mutual agreement, such grievances may be expedited directly to arbitration. All other disciplinary grievances shall be filed in accordance with Article 15.

The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede all preexisting forums.

Section Four. Written notice of dismissal, suspension or demotion shall be sent to the employee by certified mail or served in person. Such written notice shall state the reason(s) for the disciplinary action, the effective date(s) and notice of the right of appeal. The Employer will notify AFSCME Council 4 (Attention: NP-3 unit) by certified mail of any dismissal, suspension or demotion within twenty-four (24) hours of the written notice to the employee.

When an employee is dismissed, suspended or demoted, each party shall provide to the other, upon request, copies of all written documents to be submitted in evidence at the grievance conference. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Five. Employer Conduct for Discipline. If an employee has an immediate need to correct or counsel an employee it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's work station.

Section Six. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union steward or other representative present, upon request, provided, however, this provision shall not unreasonably delay completion of the interrogation. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

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The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Seven. Whenever practicable, any investigatory or disciplinary meeting with an employee shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. If such scheduling is not possible, and an employee is required to appear at any time beyond his/her normal work time, he/she shall be deemed to be actually working. If the employee's representative is on duty at the time of the meeting, the representative shall be released for the meeting with pay.

Section Eight. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve said disciplinary action directly to Step III. If, in an arbitration proceeding, the Employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his judgment for that of the Employer as to the appropriateness of the discipline imposed, except that in cases of dismissal, the arbitrator may modify the penalty of dismissal if the Employer's judgment can be shown to be arbitrary, capricious or discriminatory.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file and which is not merged in the service rating next following shall be considered void for purposes of progressive discipline after eighteen (18) months, unless another disciplinary action is taken within that period of time.

An employee shall have the right to file a written response to any such reprimand or record, and such response will be attached thereto and placed in the personnel file. Any such response shall also be considered void if the reprimand to which it is attached is considered void under this section.

For purposes of this section, "void" means that the document shall be marked "void for employment purposes" or placed in a separate file and shall not be used for any employment-related purposes under this contract.

Section Ten. An appointing authority may, pending an investigation of alleged action which constitutes grounds for dismissal (including disposition of criminal charge against the employee), place the employee on an administrative leave of absence for a period of up to sixty (60) calendar days. The appointing authority may reassign the employee to an alternative assignment during the investigation, where practicable.

The paid leave under this section may be extended for the period of the pre-discipline procedure and the discipline notice period. An employee may be placed upon a paid leave of absence during the notice period prior to the effective date of a dismissal.

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arbitral awards, including awards on arbitrability, nor to restrict the authority of a court of competent jurisdiction to construe any such award as contravening the public interest.

(d) **Late Arbitration Awards.** On those cases in which an arbitrator fails without permission of the parties to render a decision within the contractual time limits: the award shall be void, the arbitrator shall be dropped from the panel and the arbitrator shall not be paid.

Section Ten. Notwithstanding any contrary provision of this Agreement, the following matters shall be subject to the grievance procedure but not subject to arbitration:

- (a) Disputes over an employee's job classification (reclassification grievances);

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- (b) Compliance with health and safety standards and COSHA except where specifically mandated by this Agreement.

The following matters shall not be subject to the grievance and arbitration procedure.

- (a) the decision to lay off employees;
- (b) classification and pay grade for newly created jobs; however, this clause shall not diminish the Unions right to negotiate on pay rates, hours of work and working conditions;
- (c) dismissal of employees during the initial working test period;
- (d) non-disciplinary termination of employment.

Section Eleven. The existing procedures for handling appeal of rejection from admission to examination and disputes over reclassification shall remain in force.

ARTICLE 17

DISMISSAL, SUSPENSION, DEMOTION AND OTHER DISCIPLINE

Section One. No permanent employee who has completed the Working Test Period shall be demoted, suspended, dismissed, or disciplined in any other manner except for just cause.

Section Two. Permanent employees shall submit grievances concerning dismissal, suspension or demotion directly to Step 3 within fifteen (15) days of official written notification.

All other disciplinary grievances shall be filed in accordance with Article 16.

Section Three. The State reserves the right to discipline or discharge an employee for breach of the No Strike Article.

In any arbitration, the arbitrator shall have no authority to alter or modify the discipline imposed where the State can show that:

- (a) The employee intentionally engaged in an activity prohibited by said Article or
- (b) Where the discipline imposed is less than a five (5) day suspension.

Section Four. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede any pre-existing forums.

Section Five. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Six. Placement of an employee on an unpaid leave of absence under 5-240-(d) shall be subject to the following:

- (a) An employee may draw his/her accrued vacation even if he/she remains on an unpaid leave of absence under Regulation 5-248-3.
- (b) In cases other than those which involve a criminal investigation or the disposition of a criminal charge the employee shall be placed on a paid leave of absence for the duration of the investigation into the situation and/or event. At the conclusion of the investigation the employee will be informed of the disposition and

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whether he/she is to be disciplined.

- (c) In all cases where practicable, the State will investigate the possibility of alternative assignment.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion.

Section Eight. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file and which is not merged in the service rating (No. 1) following the issuance of such reprimand shall remain in the file no later than conclusion of the next annual service rating period (No. 2).

Section Nine. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 1990 are hereby incorporated by reference.

ARTICLE 18

HOURS OF WORK, WORK SCHEDULES AND OVERTIME

Section One. Standard Workweek. The standard workweek for all full-time employees shall be forty (40) hours worked in five (5) eight (8) hour days. The standard workweek period shall be defined as commencing on a Friday and concluding on the following Thursday. The standard workday shall be defined as an eight (8) hour work period between the hours of 7:00 A.M. and 5:30 P.M.

A non-standard workweek for full-time employees shall be an average of forty (40) hours of work per week over a specific time period. Non-standard or averaging schedules shall only be provided where overtime premium can be legitimately exempt from the over forty (40) hours work requirement of FLSA.

An unscheduled workweek for full-time employees shall be an averaging work schedule of forty (40) hours with the starting and ending time and the number of work days determined by the

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concurrence of the arbitrator at or prior to the time of his/her appointment

In cases of dismissals, demotions, or suspensions, in excess of five (5) days, either party may request the arbitrator to maintain a cassette recording of the hearing testimony. Costs of transcription shall be borne by the requesting party. A party requesting a stenographic transcript shall arrange for the stenographer and pay the cost thereof.

The State will continue its practice of paid leave time for witnesses of either party.

(c) The arbitrator shall have no power to add to, subtract from, alter, or modify this Agreement, nor to grant to either party matters which were not obtained in the bargaining process, nor to impose any remedy or right of relief for any period of time prior to the effective date of the Agreement, nor to grant pay retroactivity for more than thirty (30) calendar days prior to the date a grievance was submitted at Step I. The arbitrator shall render his/her decision in writing no later than thirty (30) calendar days after the conclusion of the hearing unless the parties jointly agree otherwise.

The arbitrator's decision shall be final and binding on the parties in accordance with the Connecticut General Statutes, Sec-

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duct. In all cases, the grievance will be submitted at Step III. By mutual agreement, a grievance under Section One may be expedited directly to arbitration.

Section Three. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve whether he/she participated in a violation of such Article directly to Step III. If, in an arbitration proceeding the employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his/her judgment for that of the employer as to the appropriateness of the discipline imposed.

Section Four. Definitions and Procedures. None of the following shall be imposed unless the corrective disciplinary step has been imposed except in cases of serious misconduct.

A. Suspension.

- (a) An appointing authority may suspend an employee for just cause which may include, but is not restricted to misconduct, insubordination or neglect of duty.
- (b) Within three (3) working days after imposing a suspension on an employee, the appointing authority shall give the employee written notice thereof which must:
 - (1) State the reason;
 - (2) State in concise language the acts or omissions upon which the suspension is based;
 - (3) Give the effective dates;
 - (4) Notify the employee that he/she may reply to the charge and notify him/her of his/her right to grieve.
- (c) The appointing authority shall immediately report a suspension action to the Commissioner of Administrative Services on the prescribed form and shall attach a copy of the notice served on the employee.
- (d) Suspensions may be without pay or with partial pay but may not exceed in the aggregate sixty (60) days in any one (1) calendar year.

B. Demotion.

- (a) An appointing authority may demote for sufficient and just cause. A demotion for reasons of inefficiency or incompetency shall be made not earlier than three (3) months after the satisfactory completion of a working test period.
- (b) Notice. An appointing authority demoting an employee for reasons of inefficiency or incompetency shall give the employee written notice which must:
 - (1) Be at least two (2) weeks in advance of the effective date of the demotion, (2) State the cause and give reasons to support it, (3) Notify the employee of his/her right to grieve.
- (c) Report of the demotion shall be immediately made to the Commissioner of Administrative Services on the prescribed form with a copy attached of the written notice given the employee.
- (d) When demotion is an alternative to a layoff due to lack of work, lack of funds or abolition of position, or similar causes, the appointing authority shall give the employee written notice to that effect as far in advance of the effective date as is practicable, but not less than two (2) weeks. This notice shall also advise the employee of his/her right to grieve only on the grounds that the possible layoff was not in the order prescribed by this Agreement. The demotion shall be immediately reported to the Commissioner of Administrative Services with a copy of the notice to the employee attached.
- (e) An appointing authority may arrange for the demotion of an employee to a lower class or grade for which he/she has the required qualifications at the request of the employee for his/her personal reasons either within the agency or by transfer to another agency. Report of such demotion shall be made to the Commis-

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tion 52-418, provided, however, neither the submission of questions or arbitrability to any arbitrator in the first instance nor any voluntary submission shall be deemed to diminish scope of judicial review over arbitration awards, including awards on competent jurisdiction, to construe any such award as contravening the public interest

Effective July 1, 2006, the following expedited process may be applied for dismissed employees. After the Step 3 decision, the matter may be submitted directly to a mutually agreed upon designated arbitrator, who has previously agreed to hold such hearings within thirty (30) calendar days. The arbitrator shall then hold the arbitration hearing within thirty (30) calendar days. The parties by mutual agreement may extend the time limits described above.

Section Ten. In addition to those exempted and unless specifically stated otherwise, the following matters shall not be subject to the grievance and arbitration procedure:

- (a) dismissal of employees during the initial working test period;
- (b) dismissal of non-permanent employees;
- (c) the decision to lay off employees;
- (d) classification and pay grade for newly created jobs; however, this clause shall not diminish the Union's right to negotiate on pay grades;
- (e) those inherent management rights not restricted by a specific provision of this Agreement in any way, directly or indirectly;
- (f) Disputes over unlawful discrimination shall be grievable, but shall not be arbitrable if a complaint is or has been filed with the CHRO arising from the same common nucleus of operative facts.

Section Eleven. Any grievance which occurred before July 1, 2005 shall be grieved under the prior contract provided that the time limits specified therein are adhered to.

Section Twelve.

- (a) Safety grievances regarding physical facilities must first be processed through Connecticut OSHA. If jurisdiction over the condition is declined by Connecticut OSHA, then the issue may be processed through the grievance and arbitration procedure. Grievances relating to matters other than physical facilities may be processed directly through the grievance and arbitration procedure.
- (b) In any arbitration arising from a dispute over this Section, the arbitrator shall have the authority to direct the agency to correct the unsafe condition.

Section Thirteen. The conferences of the grievance procedure and arbitration hearings shall be closed to the public unless the parties mutually agree otherwise.

ARTICLE 15 - DISCIPLINE, SUSPENSION, DEMOTION AND DISMISSAL

Section One. No permanent employee in the classified service who has completed the working test period and no unclassified employee covered under 5-198(1) who has completed the working test period shall be demoted, suspended or dismissed, except for just cause. (The application of this Section to the employees of the Connecticut Agricultural Experiment Station is subject to the approval of the Station's Board of Control.)

Section Two. In the process of disciplining an employee, the employer representative shall meet with the Union representative and the employee to address the disciplinary situation, such meeting shall occur prior to the actual issuance of discipline. The employee retains the right to waive Union representation. Any disciplinary action must be preceded by adequate warning and opportunity for corrective action except in cases of serious miscon-

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sioner of Administrative Services together with a copy of the employee's written statement that the lower class or grade is acceptable to him/her.

- (d) Rate of pay. Any employee demoted, except in lieu of layoff, to a lower class, grade or salary range shall be paid at that lower rate of pay which he/she would have arrived at had he/she been serving in the lower instead of in the higher position.
- (g) If the employee's grievance is upheld, he/she shall be reinstated with full pay retroactive to the date of demotion and any notation of the demotion shall be removed from the employee's roster card.

C. Dismissal.

- (a) An appointing authority may dismiss an employee with permanent status from the classified service when the good of the service will be served thereby. Just cause for considering the good of the service shall be based on, but not necessarily restricted to, incompetency, inefficiency, neglect of duty, or misconduct.
- (b) The following may be considered causes for the dismissal of any employee. This listing is not to be construed as all-inclusive.
 - (1) Prohibited political activity as defined in the regulation pertaining to political activity;
 - (2) Disloyalty to the government of the United States or of the State of Connecticut;
 - (3) Conviction of a crime;
 - (4) Offensive, indecent or abusive conduct towards the public, superiors, coworkers, inmates, or patients of State institutions;
 - (5) Two (2) successive unsatisfactory service ratings, if filed within two (2) years of each other;
 - (6) Fraud or collusion in connection with any examination or appointment in the classified service;
 - (7) Theft, willful neglect or misuse of any State fund, property, equipment, material or supplies, including State owned motor vehicles;
 - (8) Deliberate violation of any law, State regulation or agency rule;
 - (9) Absence without leave for five (5) or more working days or failure to return to duty within five (5) working days following authorized leave;
 - (10) Intoxication while on duty;
 - (11) Neglect of duty;
 - (12) Insubordination, including failure to work overtime if directed to do so;
 - (13) Engaging in any activity which is detrimental to the best interests of the agency or of the State.
- (c) An appointing authority dismissing an employee shall give the employee written notice which shall:
 - (1) State the reason for dismissal;
 - (2) State in concise language the acts or omissions upon which the dismissal is based;
 - (3) State the effective date of the dismissal which shall be two (2) weeks from the date of the notice. Such advance notice need not be given in cases of serious misconduct by an employee affecting the public, the welfare, health, or safety of patients, inmates or State employees or the protection of State property;
 - (4) Notify the employee that he/she may reply to the dismissal, and notify him/her of his/her right to grieve.
- (d) An appointing authority may, pending a determination on discipline to be imposed, place an employee on a leave of absence with pay. Such leave could continue through the pre-disciplinary and post-disciplinary procedure periods as described in Regulations 5-240-7a and 5-240-8a. The paid leave may be continued during the notice period prior to the effective date of dismissal.

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Section Five. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any pre-existing forums.

Section Six. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Seven. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union designee upon request, provided, however, this provision shall not delay completion of the interrogation in excess of forty-eight (48) hours. This provision shall be applicable to interrogation before, during, or after the filing of a charge against an employee or notification to the employee of disciplinary action. No employee shall be subject to discipline as a result of refusal to be a witness against himself/herself at any step of the grievance procedure. The provisions of this Section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Eight. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to shop stewards.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's official personnel file and which is not merged in the service rating next following shall be treated in accordance with the Personnel Record Article.

The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. If the investigation results in no discipline, the employee and the Union shall be notified at the time that the decision is made by the employer.

ARTICLE 16. HOURS OF WORK

Section One. The standard work week of all full-time employees shall be thirty-five (35) hours and five (5) days, normally Monday through Friday with regular starting and ending time between the hours of 7:00 A.M. to 5:00 P.M. for field personnel and 8:00 A.M. to 4:30 P.M. for office personnel, including a half-hour unpaid meal period.

A non-standard work week for full-time employees shall be an average of thirty-five (35) hours per week exclusive of meal-times over a specific time period.

An unscheduled work week for full-time employees shall be an average of thirty-five (35) hours per week exclusive of meal times with the starting and ending time and the number of days determined by the requirements of the position.

Current standard schedules and schedules which vary from the standard work week shall remain in effect until varied by the appointing authority. The establishment of non-standard or unscheduled work weeks or work schedules shall be made only to meet changing agency operational needs and only after advance approval by the Director of the Office of Labor Relations, prior consultation with the Union and not less than two (2) weeks advance notice to

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ARTICLE 14

DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. (a) No employee shall be suspended, demoted, or reprimanded except for just cause.

(b) No permanent employee in the classified service who has completed the Working Test Period and no unclassified employee who has completed six (6) months of service or the pre-tenure period, whichever is longer, shall be dismissed except for just cause.

Section Two. Grievances concerning dismissal, suspension or disciplinary demotion shall be submitted directly to Step II of the grievance procedure within fifteen (15) days of the receipt of official notification of such action. The fifteen (15) days referenced herein commence with receipt by the Union (Union representative) of a copy of the notification of discipline. In the event the notification is mailed to the Union, it shall be by certified mail. When feasible, the Union will provide the agency with a concurrent copy of the Step II filing. All other grievances shall be filed at Step I.

Section Three. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any preexisting forums.

Section Four. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of shortcomings, while avoiding embarrassment and public display.

Section Five. Placement of an employee on a paid leave of absence shall be governed by Regulation 5-240-5a to permit investigation. Provided, however, nothing shall preclude an employee from electing to be placed on an unpaid leave of absence for up to thirty (30) days. In such event, the employee may draw accrued vacation pay.

At the expiration of the thirty (30) day period, the employee shall be either:

- (1) charged with the appropriate violation;
- (2) reinstated and reassigned to other duties determined appropriate by the appointing authority pending completion of the investigation; or
- (3) reinstated from leave.

Section Six. Interrogation. (a) An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union Steward or other representative present upon request, provided however, this provision shall not unreasonably delay completion of the interrogation. The interrogation shall not in any case be delayed beyond twelve (12) working hours irrespective of the ability of the Union to provide the required representation. However, no employee will be forced to appear on the day/shift of such notice. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

(b) No employee shall be compelled to offer oral or written evidence against himself/herself in any investigation or (pre) disciplinary action. Statements by the employee in his/her own behalf shall constitute waiver of this protection.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be ac-

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ffect employees, except when: (a) the standard work week is being established; or (b) an emergency situation exists. For such exception, notification and/or consultation shall be made as soon as practicable. As soon as the emergency is alleviated, the employee shall revert to his/her regular schedule.

The employer has the right to establish permanent bona fide second and third shifts. In the exercise of that right, the employer shall make every effort to staff those shifts with qualified volunteers. The establishment of permanent shifts is subject to the requirements and standards of paragraph 4 regarding changing agency operational needs, advance approval by the Director of the Office of Labor Relations, prior consultation with the Union, and the requirement with respect to two (2) weeks advance notice to affected employees.

Employees who are temporarily defined as the duration of the assignment or Project, but not more than six (6) months, assigned to work schedule different from the standard work schedule shall receive a premium of twenty percent (20%) of their straight time pay for all hours worked which are different from the standard schedule, or, shall be paid time and one-half in conformity with the requirements for overtime specified in the overtime article. The above is meant to apply to situation such as, but not limited to, Aragon Bridge or the Truck Weight Study but are not meant to apply to the Slatten case or Article 17, Section Five. Employees receiving this premium shall not be eligible to receive shift differential as provided for in Section Two.

40 Hour Workweek

The Employer and the Union, through negotiations, may agree in writing to establish a forty (40) hour workweek. Either party may initiate these negotiations by notice to the other party of its interest in such negotiations. Issues unresolved by negotiations shall not be subject to the grievance or arbitration procedure. Forty (40) hour workweeks shall not be established unilaterally. A forty (40) hour schedule shall not be established with individual employees on a voluntary or compulsory basis without the agreement of the Union, as outlined above.

The Office of Labor Relations shall be the State's representative in all such negotiations. If an agreement is reached between the parties to implement a forty (40) hour workweek, such agreement may be implemented without any additional legislative approval required. Any such agreement requires the signature of the Director of Labor Relations and the Executive Director of the Union.

The parties may negotiate over any other schedule in excess of a thirty-five (35) hour workweek. Such negotiations will be governed by the procedure outlined above.

Alternative Work Schedules For Employees Within The DOT Who Elected An Increased Workweek To 40 Hours

The State and the Union agree that the DOT will review, on a case-by-case basis, four (4) day workweek requests of employees who elected an increased workweek to 40 hours. There will be no blanket denials. The DOT's decision to grant or deny such requests shall not be grievable or arbitrable. In consideration of the foregoing, the Union agrees not to file a grievance regarding this issue and the grievance already filed shall be deemed settled hereby. Employees will make a request to their manager for an alternate work schedule. Such requests shall be either granted or denied. The reason for the denial shall be provided in writing. If denied, the employee may request review by a Panel within DOT consisting of one union employee and one member of management.

Section Two. A shift differential of sixty-five cents (\$.65) per hour shall be paid to all employees whose regularly assigned shift or tour of duty begins after 2:00 p.m. or before 6:00 a.m., except Administrative & Residual Bargaining Unit Contract P-5

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tually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion at local unit levels by the appropriate Labor Management Committees.

Section Eight. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 1994 are hereby incorporated by reference.

ConnSCU Human Resources Policies

ARTICLE 8- NON-CONTINUATION, DISCIPLINE, REPRIMAND, SUSPENSION AND TERMINATION

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option of the President of the Board, for System Office employees; or Presidents, for College and University employees. Permanent employees hired on or after January 1, 2013, shall receive three (3) months' notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic management positions at or above the level of Dean may receive up to twelve (12) months' notice. Permanent employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling.

Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is a disciplinary discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

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8.4 Suspension

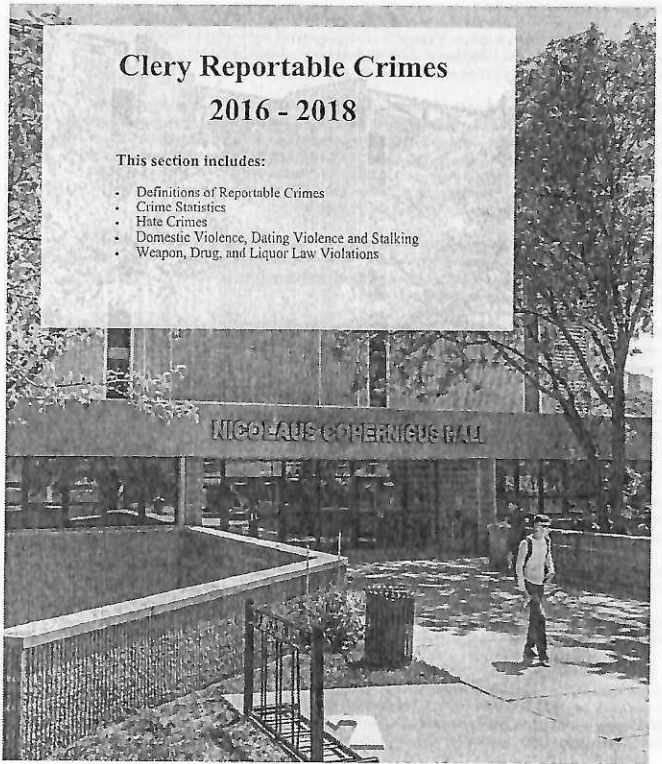
A President may suspend an employee with pay if the employee constitutes a threat of harm to him or herself or others pending investigation of conduct for which discipline may be appropriate.

A President may suspend an employee without pay for cause as specified in section 8.2. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

8.5 Appeals of Discipline (not applicable to those non-continued based on 8.1)

To discipline an employee (per 8.2) the following steps shall be followed:

- A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties discussion may be continued to a mutually agreed time.
- B. After the employer has issued discipline the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee.
- C. A hearing for non-Presidential Staff shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources then the President of the Board of Regents may appoint a different hearing officer of his/her choosing.
- D. Hearings for Presidential Staff shall be held by a committee of three appointed by the Chairman of the Board of Regents or his/her designee. Such hearings shall not be governed by formal rules or procedures. The committee appointed by the Chairman of the Board or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question.
- E. In either a Presidential or non-Presidential hearing the hearing officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal.
- F. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.



Clery Reportable Crimes
2016 - 2018

This section includes:

- Definitions of Reportable Crimes
- Crime Statistics
- Hate Crimes
- Domestic Violence, Dating Violence and Stalking
- Weapon, Drug, and Liquor Law Violations

Crime Data

The crime data is displayed in a format that mirrors what is required by the Department of Education and may differ from data reported under federal or state Uniform Crime Reporting (UCR) programs. The difference exists because the Department of Education requires the inclusion of information that is not reportable under the UCR programs. The data that is presented here includes all crimes reported to the CCSU Police and campus security authorities that occurred within all defined Clery geographic areas. This includes the CCSU campus, residence halls, non-campus and campus property. Crimes occurring on the streets immediately adjacent CCSU such as Stanley Street, Paul J. Manafort Drive, Ella Grasso Boulevard and East Street are included as well as any occurrences at our building located on 185 Main Street, New Britain. Data is also provided by New Britain Police Department. To give a broader picture of crime on campus and its immediate environs, this data also includes crimes committed at remote campus facilities as well as those occurring near the campus. Hate crime statistics, arrests and/or referrals for campus disciplinary action are also included. Requests are also made to local law enforcement as well.

Definitions of Reportable Crimes

These definitions are used in the Department of Education publications:

Murder/Non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through gross negligence.

Sexual Assault (rape, fondling, incest and statutory rape): Any sexual act directed against another person forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

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.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Motor vehicle theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a private dwelling, public building, motor vehicle or aircraft, personal property of another, etc.

Non-campus Property: Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property: Public property (not residences or commercial property) immediately adjacent to and accessible from the campus including thoroughfares, streets, sidewalks and parking facilities, but not owned or under the control of the University. Crimes reported in this category are derived through contact with municipal police agencies when available.

Unfounded: A crime may be classified as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

OFFENSE Clery Reportable Crimes	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
RAPE	2018	2	1	0	1	0
	2017	5	5	0	0	0
	2016	5	5	0	0	0
FONDLING	2018	3	3	0	0	0
	2017	5	4	0	0	0
	2016	1	0	0	0	0
INCEST	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	1	1	0	0	0
AGGRAVATED ASSAULT	2018	4	3	0	1	0
	2017	2	2	0	0	0
	2016	1	1	0	0	0
BURGLARY	2018	1	1	0	0	0
	2017	10	10	0	0	0
	2016	6	0	0	0	0
MOTOR VEHICLE THEFT	2018	1	0	0	0	0
	2017	2	0	0	3	0
	2016	1	0	0	0	0
ARSON	2018	0	0	0	0	0
	2017	1	1	0	0	0
	2016	0	0	0	0	0

* The student housing figure is a subset of the On-Campus total.

Hate Crime Offenses

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

Clery Reportable Hate Crime Offenses			
Bias	Number of Incidents	Crime Type	Location
2018			
Race	0	N/A	N/A
Religion	0	N/A	N/A
Sexual Orientation	0	N/A	N/A
Gender	0	N/A	N/A
Gender Identity	0	N/A	N/A
Ethnicity	0	N/A	N/A
National Origin	0	N/A	N/A
Disability	0	N/A	N/A
2017			
Race	0	N/A	N/A
Religion	0	N/A	N/A
Sexual Orientation	0	N/A	N/A
Gender	0	N/A	N/A
Gender Identity	0	N/A	N/A
Ethnicity	0	N/A	N/A
National Origin	0	N/A	N/A
Disability	0	N/A	N/A
2016			
Race	0	N/A	N/A
Religion	0	N/A	N/A
Sexual Orientation	0	N/A	N/A
Gender	0	N/A	N/A
Gender Identity	0	N/A	N/A
Ethnicity	0	N/A	N/A
National Origin	0	N/A	N/A
Disability	0	N/A	N/A

Domestic Violence, Dating Violence and Stalking Offenses

OFFENSE Violence Against Women Act Violations (VAWA)	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
DOMESTIC VIOLENCE	2018	3	2	0	0	0
	2017	5	3	0	0	0
	2016	1	0	0	0	0
DATING VIOLENCE	2018	2	2	0	0	0
	2017	9	6	0	0	0
	2016	4	4	0	0	0
STALKING	2018	4	1	0	0	0
	2017	12	6	0	0	0
	2016	4	2	0	0	0

* The student housing figure is a subset of the On-Campus total.



Violence Against Women Act

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. VAWA 2013 reauthorized and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

Definitions

The definitions listed below are for the purposes of reporting Clery Act statistics. These may or may not differ from our institution's local jurisdiction.

Domestic Violence: A felony or misdemeanor crimes of violence committed— (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition — (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Arrests and Disciplinary Action for Weapon, Drug and Liquor Violations

ARRESTS	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
WEAPONS: Carrying, Possessing, etc.	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	1	1	0	0	0
DRUG LAW VIOLATION	2018	14	11	0	0	0
	2017	17	10	0	4	0
	2016	27	21	0	1	0
LIQUOR LAW VIOLATION	2018	6	6	0	0	0
	2017	25	20	0	4	0
	2016	17	14	0	2	1

DISCIPLINARY ACTION	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
WEAPONS: Carrying, Possessing, etc.	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
DRUG LAW VIOLATION	2018	31	31	0	0	0
	2017	17	17	0	0	0
	2016	13	12	0	0	0
LIQUOR LAW VIOLATION	2018	165	165	0	0	0
	2017	118	117	0	3	0
	2016	245	244	0	0	0

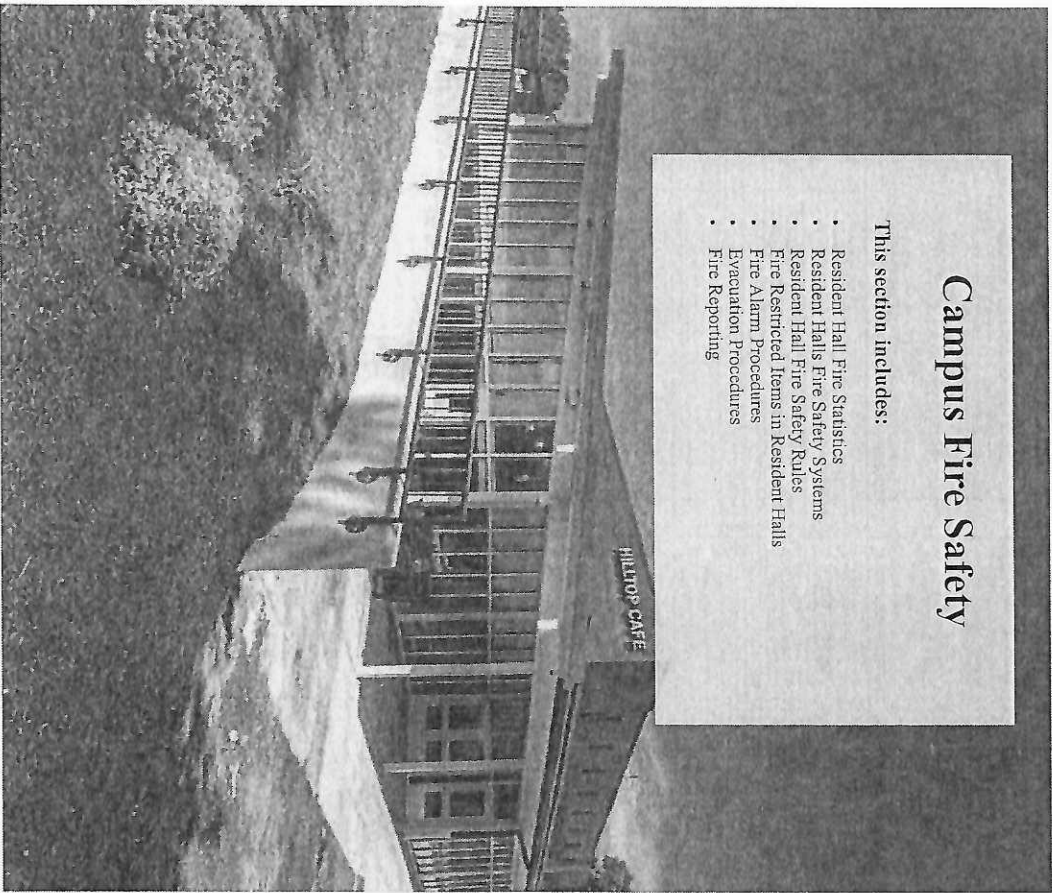
* The student housing figure is a subset of the On-Campus total.



Campus Fire Safety

This section includes:

- Resident Hall Fire Statistics
- Resident Hall Fire Safety Systems
- Resident Hall Fire Safety Rules
- Fire Restricted Items in Resident Halls
- Fire Alarm Procedures
- Evacuation Procedures
- Fire Reporting



CCSU Clery Report 2018

Annual Fire Safety Report

A log is kept in the Office of the Environmental Health & Safety Coordinator that lists all fire alarm activations, fire department responses and alarm maintenance.

The CCSU Police Department maintains a log of all fire alarm activations and fire department responses. This log is available for public viewing during the normal business hours of the Records Division, i.e., between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Annual Fire Safety Report					
Residential Facilities	Total Fires	Cause of Fire	2018		
			Number of Injuries	Number of Deaths	Value of Property Damage
Barrows Hall	0	N/A	N/A	0	N/A
Beecher Hall	2	Cooking	0	0	\$1,000
Gallaudet Hall	0	N/A	N/A	N/A	N/A
James Hall	0	N/A	N/A	N/A	N/A
Mid Campus Hall	0	N/A	N/A	N/A	N/A
Sam May Hall	0	N/A	N/A	N/A	N/A
Seth North Hall	0	N/A	N/A	N/A	N/A
Sheridan Hall	0	N/A	N/A	N/A	N/A
Vance Hall	0	N/A	N/A	N/A	N/A
2017					
Barrows Hall	0	N/A	N/A	N/A	N/A
Beecher Hall	0	N/A	N/A	N/A	N/A
Gallaudet Hall	1	Open Flame	0	0	\$100
James Hall	1	Cell Phone Charger	0	0	\$100
Mid Campus Hall	0	N/A	N/A	N/A	N/A
Sam May Hall	0	N/A	N/A	N/A	N/A
Seth North Hall	0	N/A	N/A	N/A	N/A
Sheridan Hall	0	N/A	N/A	N/A	N/A
Vance Hall	0	N/A	N/A	N/A	N/A
2016					
Barrows Hall	0	N/A	N/A	N/A	N/A
Beecher Hall	0	N/A	N/A	N/A	N/A
Gallaudet Hall	0	N/A	N/A	N/A	N/A
James Hall	0	N/A	N/A	N/A	N/A
Mid Campus Hall	0	N/A	N/A	N/A	N/A
Sam May Hall	0	N/A	N/A	N/A	N/A
Seth North Hall	0	N/A	N/A	N/A	N/A
Sheridan Hall	0	N/A	N/A	N/A	N/A
Vance Hall	0	N/A	N/A	N/A	N/A

RESIDENT HALL FIRE SAFETY SYSTEMS	SMOKE DETECTION	RESIDENTIAL HALL SPRINKLERS	FIRE DRILLS CONDUCTED	FIRE SAFETY POLICIES
Barrows Hall 60 Paul J. Manafort Drive	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Beecher Hall 30 DiLoreto Drive	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Gallaudet Hall 75 Wells Street	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
James Hall 80 Paul J. Manafort Drive	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Sam May Hall 85 Wells Street	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Seth North Hall 100 Paul J. Manafort Drive	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Sheridan Hall 65 Wells Street	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Vance Hall 55 Wells Street	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages
Mid Campus 169 Ella T. Grasso Boulevard	24 hour detection with smoke detectors and central station monitoring All devices are tested semi-annually	Sprinklers are located throughout the Residential Hall Systems tested quarterly	Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team	Evacuation routes listed in all Residential Rooms Also, see the following pages

Residence Hall Fire Safety Rules

Violation of residence hall policies and procedures may lead to disciplinary action that will be referred to either the Department of Residence Life or to the Office of Student Conduct. All students are responsible for reading and understanding the University's Student Code of Conduct section of the Student Handbook.

Alcoholic Beverages/Drugs: Possession and/or consumption of alcoholic beverages, having alcoholic containers (i.e., empty cans, bottles, decorative containers, etc.) in a room and being in a room with alcoholic beverages and/or drugs or their containers is prohibited in the residence halls.

Cooking: Because of fire safety and health regulations, all cooking and food preparation is limited to kitchen areas only. Students must not leave any cooked food unattended. Deep frying is prohibited.

Curfews: There are no curfew hours for residential students. The residence halls are locked 24 hours a day. Resident students: Blue Chip ID cards will open the main entrance to their assigned Residence Hall.

Fire Safety: Students are expected to exercise all precautions to prevent fires in the residence halls. No cooking is permitted in student rooms. The University has authorized a company to market microwave/refrigerator units in designated residence halls. These will be the only microwaves permitted in student rooms. Rooms should be cleaned and free of clutter in order to minimize fire hazards. Drapes must be made of fire-retardant material. No ceiling decorations, including decorative lights, can be hung from or on ceilings. The Residence Life staff conducts monthly health and fire safety inspections.

Fire Alarms, Sprinklers, Heat and Smoke Detectors: Devices have been installed in every residence hall room and fire drills are held periodically. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found tampering with fire safety equipment, heat or smoke detectors, or the fire alarm system will be subjected to disciplinary action and possible restitution. Criminal charges may also result.

Smoking: The State of Connecticut prohibits smoking (including e-cigarettes) in any residence hall or residence hall rooms. Please refer to the following webpage for the designated smoking areas on campus:
<http://www.ccsu.edu/policy/smokingpolicy.html>. Use of e-cigarettes in any Residence Hall may be subject to a citation issued by University Police and referral to the Office of Student Conduct.

Fire Restricted Items for Residence Halls

- Alcoholic beverages
- Air conditioners
- Amplifiers
- B-B guns
- Candles (with or without wicks)
- Cardboard drawer units
- Ceiling fans
- Coffee pots or coffee makers
- Including Keurig
- Drum sets
- Electric appliances
- Electric blankets
- Electric guitars
- Extension cords (only surge protectors permitted)
- Fire arms
- Fireworks
- Fishnets/other ceiling decorations
- Flammable liquids
- Gasoline
- Gasoline-powered equipment
- Halogen (pole) lamps
- Halogen desk lamps with inbular bulbs
- Heating elements (immersion type)
- Heating units
- Hookah
- Hot plates
- Hot pots
- Incense
- Kerosene
- Knives (other than kitchen knives)
- Lamps (kerosene, oil types)
- Lava lamps
- Lollis
- Microwave ovens
- Multi-outlet adapters
- Musical instruments that amplify
- Non-University mattresses
- Oil/wax tart warmers
- Paint
- Paint thinner
- Paneling
- Pens (except fish)
- Table model ranges
- Full-size sofas/couches
- Space heaters
- Sun lamps
- Toasters
- Vaportizers
- Waterbeds
- Wicker wastepaper baskets

Health & Fire Safety Inspections: For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damages and the cleanliness of the rooms/suites. If a student is found in possession of prohibited items, these items will be confiscated by the Residence Life staff.

Fire Alarm Activation Procedures: Every residential hall room has a pre-determined evacuation route and is posted in accordance with the Connecticut State Fire Codes. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found not exiting in a timely manner when the alarm is sounding will be subjected to disciplinary action. Criminal charges may also result.

Tampering With Alarms or Sprinklers: Under Connecticut law it is a felony (punishable by over a year in prison) to damage or tamper with fire alarms or fire suppression systems, including the sprinkler heads or smoke alarms within residence halls. Don't gamble with your life or the lives of others.

Fire Safety Training: In conjunction with the semi-annual fire drills the students are given access to the Residence Hall Rules 24 hours a day on-line. They may contact the Environmental Health and Safety Fire Coordinator, Terrence Ferraroti, their resident hall director or the resident assistants at any time. The University Police Department may also assist any student who has an immediate fire or life safety question 24 hours a day.

All of the residential directors and assistants receive annual training on fire safety and they hold individual group meetings with their residents. The annual fire safety training includes the procedures outlined in the Emergency Evacuation Plan.

Fire Evacuation Procedures

Fire Evacuation Procedures: Refer to page 12 in this report for full evacuation procedures.

- Get out and close the door behind you.
- Pull the closest fire alarm on your way out.
- Know at least two escape routes.
- Never use the elevator during a fire alarm, always use the stairs.
- Call 911 from a safe place outside.
- Never re-enter a building for any reason, wait until you get the "all clear" from the fire department to go back inside.
- If you are not able to get out due to thick smoke and fire, you will need to shelter-in-place.
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks from around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescue in large buildings can take some time.

REMEMBER TO NEVER USE THE ELEVATORS IN A FIRE EMERGENCY!

FIRE REPORTING

Emergency response of Fire/Police or Emergency Medical Services: 911
 Routine Phone calls may be made to the University Police Department: 860-832-2375
 Fire Lieutenant Terrence Ferraroti may also be contacted by calling the following
 Normal Business Hours: 860-832-2386
 After Hour Emergencies: 860-832-2375

PLEASE NOTE THAT TO REPORT OR REQUEST ANY EMERGENCY RESPONSE OF FIRE/POLICE OR EMERGENCY MEDICAL RESPONSE YOU MUST DIAL 9 1 1 OR CONTACT THE UNIVERSITY POLICE ON CAMPUS AT 860-832-2375.


BUILDING KEY

1. Dutton Hall (D)
2. Doree Edgerton Center
3. Merca White Hall (M)
4. Merca White Annex
5. Central Hall
6. Belmont Hall (B)
7. Wertz Hall (W)
8. Wertz Hall (W)
9. Mer Residence Hall
10. Seth Kern Residence Hall
11. Wilbur Dutton Hall (W)
12. Scribble Hall (S)
13. Student Center
14. Swanson Residence Hall
15. Swanson Science Hall
16. Memorial Hall
17. Verona Residence Hall
18. Verona Hall
19. Verona Residence Hall
20. Verona Hall
21. Auna Field
22. Auna Student/Phys Ed
23. Chapman Hall (C)
24. Chapman Hall (C)
25. Chapman Hall (C)
26. East Hill Facilities Management
27. Olin Hall (O)
28. Olin Hall (O)
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PARKING KEY

Classroom parking reserved 8 a.m. - 4 p.m.

1. WEST HILL LOT
2. STUDENT CENTER LOT
3. PARKING LOT
4. GREEN GARAGE (see key only)
5. DUTTON CENTER LOT
6. WHITE HILL LOT
7. WERTZ HILLS LOT
8. DANFORD HALL RESERVED LOT
9. MAY HALL LOT
10. WERTZ CENTER LOT
11. MENAVAL HALL LOT
12. COPPERDASH HALL LOT
13. EAST HILL UPPER LOT
14. WAVE GARAGE
15. EAST HILL LOWER LOT
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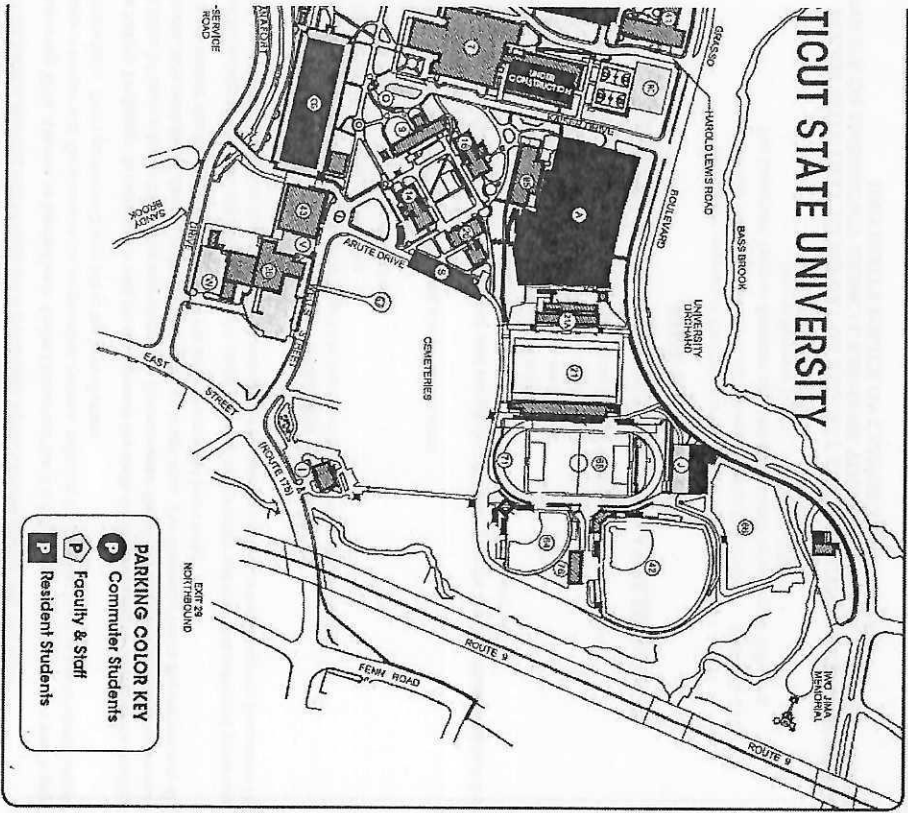


CENTRAL CONNECTICUT STATE UNIVERSITY

CLASSROOM BUILDING CODES (Code, Building #, Name)

EB	22	Ellis Burnett Library	HR	7	Harrison J. Koser Hall
FA	25	James J. Maloney Hall	HW	6	Herbert D. Wertz Hall
HB	5	Henry Bernard Hall	LD	1	Louvenia J. Davidson Hall

TICUT STATE UNIVERSITY



The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Police Sergeant. These positions are full time (40 hours per week). Should you have questions pertaining to this recruitment, please contact CCSUbbaps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, college or university this class is used in two ways:

1. Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
2. Assisting a Lieutenant in supervising operations of a facility protective services operation.

EXAMPLES OF DUTIES

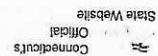
Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error; improper actions or negligence; supervisors, coordinators and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise

SPECIAL REQUIREMENTS

1. Candidates for this class are subject to selection standards pursuant to Section 7-294-e of the Connecticut General Statutes and the regulations of the Connecticut Police Standards and Training Council.
2. Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within this precinct." (Connecticut General Statutes 29-18 and/or 10a-142)
3. Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
4. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
5. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
6. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
7. Incumbents in this class must be eligible and qualified to bear arms.
8. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

All candidates for employment at Central Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment contingent upon satisfactory completion of the background investigation.



Department of Administrative Services
Central Connecticut State University

Police Sergeant
Recruitment #181204-9024PS-001

Location	New Britain, CT
Date	12/5/2018 12:00:00 AM
Opened	
Salary	\$60,656 - \$81,178/year (New State Employees start at minimum salary range)
Job Type	Open to the Public
Close	12/12/2018 11:59:00 PM

INTRODUCTION



KNOWLEDGE, SKILL AND ABILITY

training of departmental personnel; may serve as dispatcher; performs related duties as required.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability; ability to utilize computer software.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Three (3) years of experience as a Police Officer in an organized police department or within state service.

PREFERRED QUALIFICATIONS

- Rank of Sergeant or above
 - CT P.O.S.T.C. Certified
- Preference will be given to those applicants who can effectively demonstrate the following in their submitted application:

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1st Fiscal Year Period: 7/1-9/30/18

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 240,896,011.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 1,394,252.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 348,563.00
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 87,140.75

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 8,646,638.30	791	\$ 8,646,638.30	791
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 1,176,484.86	121	\$ 1,176,484.86	121

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)	\$ 3,444.23	1	\$ 3,444.23	1
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 5,864.48	3	\$ 5,864.48	3
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)	\$ 205,413.63	25	\$ 205,413.63	25
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)				1
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)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 205,413.63		\$ 205,413.63	
MBE TOTAL {Lines A - W}	\$ 214,722.34		\$ 214,722.34	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2018 - 2019

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD	1st qtr 7/1 - 9/30/18	In reporting data below, does your Agency utilize C.O.R.E.?	
If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE AN ?			NO

Agency Name:	Central Connecticut State University
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Report Prepared by:	Thomas J Brodeur	Agency Number:	7802
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES		SPECIFY:
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category	
Air Temp Mechanical Services	various	\$ 14,472.62	SBE	
Advanced Power Services	various	\$ 4,121.00	SBE	
Allied Sanitation	various	\$ 36,577.72	SBE	
Amenta Emma Architects	various	\$ 16,000.00	SBE	
ATM Restoration	various	\$ 1,316.38	SBE	
Barile Printers	various	\$ 1,105.00	SBE	
Bartholomew Contract Interiors	various	\$ 30,558.80	SBE	
Billing Gymnastics	various	\$ 11,167.48	SBE	
Carey Wiper & Supply	various	\$ 662.46	SBE	
Connecticut Community Providers Assn	various	\$ 53,833.43	SBE	
Creative Office Interiors	various	\$ 86,637.97	SBE	
Eagle Fence & Guardrail	various	\$ 4,774.49	SBE	
East Side Car Clinic & Welding	various	\$ 35,740.12	SBE	
Executive Landscaping	various	\$ 18,882.00	SBE	
Flowers Landscape	various	\$ 9,905.00	SBE	
Guardian Pest	various	\$ 1,470.00	SBE	
HRW Associates/Sanditz	various	\$ 92,347.00	SBE	
Independent Elevator	various	\$ 53,809.50	SBE	
Insalco	various	\$ 156,199.66	SBE	
K & S Distributors	various	\$ 12,844.49	SBE	
Lighting Services	various	\$ 7,707.70	SBE	
Martin Laviero Contractor	various	\$ 3,848.00	SBE	
Mercury Security	various	\$ 21,527.50	SBE	
Northeastern Communications	various	\$ 2,044.26	SBE	
Roybal & Sons Fire Equipment	various	\$ 400.00	SBE	
Service Station Equipment	various	\$ 3,504.66	SBE	
Security Uniforms	various	\$ 2,004.10	SBE	
Sign Pro	various	\$ 44,125.56	SBE	
T & T Complete Landscaping	various	\$ 139,176.41	SBE	
The Mercury Group	various	\$ 60,463.48	SBE	
TPC Associates	various	\$ 17,894.71	SBE	
Tull Brothers	various	\$ 3,867.59	SBE	
Victor Advertising	various	\$ 12,773.28	SBE	
Subtotal		\$ 961,762.37		
Caruso Electric	various	\$ 9,252.49	W	
Central Mechanical Services	various	\$ 110,906.12	W	
Connecticut Advertising	various	\$ 3,253.10	W	
Darter Specialties	various	\$ 1,718.00	W	
Electronic Security & Control Systems	various	\$ 15,391.00	W	
Fire Equipment Headquarters	various	\$ 2,646.00	W	
Hartford Toner	various	\$ 618.00	W	
Infoshred	various	\$ 489.00	W	
Lexington Group	various	\$ 10,375.20	W	
R & C Electric	various	\$ 48,071.60	W	
Ryan Business Systems	various	\$ 2,367.52	W	
Sir Speedy New Britain	various	\$ 325.60	W	
Subtotal		\$ 205,413.63		
C & C Janitorial	various	\$ 5,864.48	I	
Environmental Services Inc	various	\$ 3,444.23	B	
Subtotal		\$ 1,176,484.86		

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 2ND Fiscal Year Period: 10/1-12/31/1

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIBOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 240,896,011.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 1,394,252.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 348,563.00
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 87,140.75

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 8,616,876.13	581	\$ 17,263,514.43	1,372

6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 1,501,081.26	119	\$ 2,677,566.12	240
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. <i>PLEASE CATEGORIZE:</i>				
A) American Indian (N)				
B) Asian (A)	\$ 8,729.00	1	\$ 8,729.00	1
C) Black (B)	\$ 3,348.00	1	\$ 6,792.23	2
D) Disabled Individual (D)	\$ 6,436.58	1	\$ 6,436.58	1
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 46,615.60	7	\$ 52,480.08	10
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)	\$ 506,633.26	28	\$ 712,046.89	53
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)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ 6,436.58		\$ 6,436.58	
WBE TOTAL (Lines L - W)	\$ 506,633.26		\$ 712,046.89	
MBE TOTAL (Lines A - W)	\$ 571,762.44		\$ 786,484.78	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2018 - 2019

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD	2nd qtr 10/1 - 12/31/18	In reporting data below, does your Agency utilize C.O.R.E.?	
If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE AN ?			NO

Agency Name:	Central Connecticut State University
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Report Prepared by:	Thomas J Brodeur	Agency Number:	7802
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CERTIFIED VENDORS ONLY ACTUAL EXPENDITURES SPECIFY:

(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category
Air Temp Mechanical Services	various	\$ 3,566.75	SBE
Allied Sanitation	various	\$ 72,449.76	SBE
ATM Restoration	various	\$ 9,185.10	SBE
Barile Printers	various	\$ 7,000.00	SBE
Bartholomew Contract Interiors	various	\$ 54,216.26	SBE
Billing Gymnastics	various	\$ 32,726.89	SBE
CT Community Non-Profit Alliance/CCPA	various	\$ 81,220.94	SBE
Creative Office Interiors	various	\$ 7,178.12	SBE
East Side Car Clinic & Welding	various	\$ 1,845.00	SBE
Executive Landscaping	various	\$ 96,185.92	SBE
Flowers Landscape	various	\$ 11,491.85	SBE
Guardian Pest	various	\$ 2,160.00	SBE
HRW Associates/Sanditz	various	\$ 36,501.10	SBE
Independent Elevator	various	\$ 73,645.50	SBE
Insalco	various	\$ 2,722.57	SBE
K & S Distributors	various	\$ 17,529.26	SBE
Lighting Services	various	\$ 44,571.84	SBE
Martin Laviero Contractor	various	\$ 36,005.83	SBE
Mercury Security	various	\$ 42,039.85	SBE
Ro-Brand Products	various	\$ 857.64	SBE
Service Station Equipment	various	\$ 665.10	SBE
Security Uniforms	various	\$ 3,081.50	SBE
Sign Pro	various	\$ 60,930.20	SBE
T & T Complete Landscaping	various	\$ 164,728.59	SBE
The Mercury Group	various	\$ 24,326.36	SBE
TPC Associates	various	\$ 19,787.59	SBE
Tull Brothers	various	\$ 11,083.87	SBE
Victor Advertising	various	\$ 11,615.43	SBE
Subtotal		\$ 929,318.82	
Caruso Electric	various	\$ 1,501.37	W
Central Mechanical Services	various	\$ 380,057.18	W
Connecticut Advertising	various	\$ 2,385.49	W
D & D Enterprises	various	\$ 37,157.00	W
Darter Specialties	various	\$ 5,441.00	W
Electronic Security & Control Systems	various	\$ 7,626.32	W
Fire Equipment Headquarters	various	\$ 2,681.00	W
Ford & Ulrich	various	\$ 333.00	W
Hartford Lumber	various	\$ 1,259.54	W
Infoshred	various	\$ 476.74	W
John W Gross	various	\$ 3,412.72	W
Lexington Group	various	\$ 5,187.60	W
R & C Electric	various	\$ 55,855.21	W
Ryan Business Systems	various	\$ 1,609.82	W
Sir Speedy New Britain	various	\$ 1,649.27	W
Subtotal		\$ 506,633.26	
C & C Janitorial	various	\$ 46,615.60	I
SAI Systems International	various	\$ 8,729.00	A
Hallmark Totaltech	various	\$ 6,436.58	D
Environmental Services Inc	various	\$ 3,348.00	B
Subtotal		\$ 1,501,081.26	

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 3rd Fiscal Year Period: 1/1/19-3/31/

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 240,896,011.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 1,394,252.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 348,563.00
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 87,140.75

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 9,312,029.71	276	\$ 26,575,544.14	1,648
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 2,004,991.32	101	\$ 4,682,557.44	341

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)	\$ 7,486.00	1	\$ 16,215.00	2
C) Black (B)	\$ 11,241.74	1	\$ 18,033.97	2
D) Disabled Individual (D)	\$ 3,192.75	2	\$ 9,629.33	3
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 125,694.61	5	\$ 178,174.69	15
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)	\$ 651,873.98	22	\$ 1,363,920.87	75
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)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ 3,192.75		\$ 9,629.33	
WBE TOTAL (Lines L - W)	\$ 651,873.98		\$ 1,363,920.87	
MBE TOTAL (Lines A - W)	\$ 799,489.08		\$ 1,585,973.86	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2018-2019

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE AN ?	3rd qtr 1/1/19 - 3/31/19	In reporting data below, does your Agency utilize C.O.R.E.?	NO
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Agency Name:	Central Connecticut State University
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Report Prepared by:	Thomas J Brodeur	Agency Number:	7802
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES		SPECIFY:
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category	
Advanced Power Services	various	\$ 1,754.40	SBE	
Air Temp Mechanical Services	various	\$ 4,868.25	SBE	
Allied Sanitation	various	\$ 48,454.07	SBE	
ATM Restoration	various	\$ 10,724.17	SBE	
Barile Printers	various	\$ 3,314.50	SBE	
Bartholomew Contract Interiors	various	\$ 42,641.47	SBE	
Billing Gymnastics	various	\$ 49,063.92	SBE	
Carey Wiper & Supply	various	\$ 142.80	SBE	
Chase Glasss Company	various	\$ 1,300.00	SBE	
CT Community Non-Profit Alliance/CCPA	various	\$ 81,061.63	SBE	
Creative Office Interiors	various	\$ 16,169.88	SBE	
DRVN Enterprises	various	\$ 37,542.13	SBE	
Eagle Fence and Guardrail	various	\$ 3,450.00	SBE	
East Side Car Clinic & Welding	various	\$ 580.00	SBE	
Executive Landscaping	various	\$ 158,918.76	SBE	
Guardian Pest	various	\$ 1,530.00	SBE	
HRW Associates/Sanditz	various	\$ 8,300.00	SBE	
Independent Elevator	various	\$ 34,527.00	SBE	
Insalco	various	\$ 2,710.54	SBE	
John Boyle	various	\$ 99.80	SBE	
K & S Distributors	various	\$ 11,983.39	SBE	
Lighting Services	various	\$ 4,762.92	SBE	
Martin Laviero Contractor	various	\$ 28,696.10	SBE	
Mercury Security	various	\$ 11,523.75	SBE	
Ro-Brand Products	various	\$ 524.43	SBE	
Service Station Equipment	various	\$ 1,212.33	SBE	
Security Uniforms	various	\$ 2,194.00	SBE	
Sign Pro	various	\$ 163,712.00	SBE	
Suburban Stationers Inc	various	\$ 210.28	SBE	
T & T Complete Landscaping	various	\$ 297,931.66	SBE	
The Mercury Group	various	\$ 40,569.25	SBE	
TPC Associates	various	\$ 120,053.86	SBE	
Tull Brothers	various	\$ 1,271.15	SBE	
Victor Advertising	various	\$ 12,652.20	SBE	
Yac Industries	various	\$ 1,051.60	SBE	
	Subtotal	\$ 1,205,502.24		
Central Mechanical Services	various	\$ 448,662.61	W	
Darter Specialties	various	\$ 6,769.70	W	
Electronic Security & Control Systems	various	\$ 3,578.02	W	
Fire Equipment Headquarters	various	\$ 14,278.00	W	
Ford & Ulrich	various	\$ 9,999.00	W	
Hartford Toner	various	\$ 2,844.00	W	
Infoshred	various	\$ 899.00	W	
John W Gross	various	\$ 4,164.24	W	
Lexington Group	various	\$ 5,187.60	W	
R & C Electric	various	\$ 154,469.70	W	
Ryan Business Systems	various	\$ 1,022.11	W	
	Subtotal	\$ 651,873.98		
C & C Janitorial	various	\$ 125,694.61	I	
SAI Systems International	various	\$ 7,486.00	A	
Hallmark Totaltech	various	\$ 3,192.75	D	
Environmental Services Inc	variuos	\$ 11,241.74	B	
		\$ 2,004,991.32		

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 4th Fiscal Year Period: 4/1-6/30/19

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 240,896,011.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 1,394,252.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 348,563.00
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 87,140.75

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 8,896,765.98	482	\$ 35,472,310.12	2,130

6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 2,172,588.99	140	\$ 6,855,146.43	481
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. <i>PLEASE CATEGORIZE:</i>				
A) American Indian (N)				
B) Asian (A)	\$ 6,457.90	1	\$ 22,672.90	3
C) Black (B)			\$ 18,033.97	2
D) Disabled Individual (D)	\$ 2,225.26	1	\$ 11,854.59	4
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 9,212.57	4	\$ 187,387.26	19
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)	\$ 463,718.27	37	\$ 1,827,639.14	112
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)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ 2,225.26		\$ 11,854.59	
WBE TOTAL (Lines L - W)	\$ 463,718.27		\$ 1,827,639.14	
MBE TOTAL (Lines A - W)	\$ 481,614.00		\$ 2,067,587.86	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2018-2019

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD	4th qtr 4/1/19 - 6/30/19	In reporting data below, does your Agency utilize C.O.R.E.?	
If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE Aa yes			NO

Agency Name:	Central Connecticut State University
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Report Prepared by:	Thomas J Brodeur	Agency Number:	7802
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES		SPECIFY:
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category	
Air Temp Mechanical Services	various	\$ 220.00	SBE	
Allied Sanitation	various	\$ 124,122.08	SBE	
ATM Restoration	various	\$ 17,821.47	SBE	
Barile Printers	various	\$ 3,580.00	SBE	
Bartholomew Contract Interiors	various	\$ 20,019.04	SBE	
Billing Gymnastics	various	\$ 5,105.53	SBE	
Carey Wiper & Supply	various	\$ 287.20	SBE	
CT Community Non-Profit Alliance/CCPA	various	\$ 82,122.40	SBE	
Creative Office Interiors	various	\$ 230,100.71	SBE	
East Side Car Clinic & Welding	various	\$ 2,178.56	SBE	
Executive Landscaping	various	\$ 86,653.38	SBE	
Flowers Landscape	various	\$ 23,269.00	SBE	
Guardian Pest Control	various	\$ 2,667.50	SBE	
Independent Elevator	various	\$ 46,726.50	SBE	
K & S Distributors	various	\$ 9,744.79	SBE	
Lighting Services	various	\$ 6,663.16	SBE	
Martin Laviero Contractor	various	\$ 38,761.50	SBE	
Mercury Security	various	\$ 86,485.00	SBE	
Ro-Brand Products	various	\$ 176.36	SBE	
Security Uniforms	various	\$ 4,173.90	SBE	
Service Station Equipment	various	\$ 3,227.40	SBE	
Sign Pro	various	\$ 50,484.55	SBE	
T & T Complete Landscaping	various	\$ 634,960.46	SBE	
The Mercury Group	various	\$ 88,359.66	SBE	
TPC Associates	various	\$ 94,984.68	SBE	
Transfer Enterprises	various	\$ 921.50	SBE	
Tull Brothers	various	\$ 6,270.22	SBE	
Victor Advertising	various	\$ 15,094.06	SBE	
Yac Industries	various	\$ 5,794.38	SBE	
	Subtotal	\$ 1,690,974.99		
Central Mechanical Services	various	\$ 196,842.27	W	
D & D Enterprises	various	\$ 64,595.00	W	
Darter Specialties	various	\$ 20,718.55	W	
Electronic Security & Control Systems	various	\$ 33,286.60	W	
Fire Equipment Headquarters	various	\$ 375.50	W	
Ford & Ulrich	various	\$ 9,998.00	W	
Hartford Lumber	various	\$ 860.46		
Hartford Toner	various	\$ 2,647.00	W	
Infoshred	various	\$ 681.50	W	
John W Gross	various	\$ 1,877.85	W	
R & C Electric	various	\$ 130,866.65	W	
Ryan Business Systems	various	\$ 968.89	W	
	Subtotal	\$ 463,718.27		
C & C Janitorial	various	\$ 9,212.57	I	
SAI Systems International	various	\$ 6,457.90	A	
Hallmark Totaltech	various	\$ 2,225.26	D	
		\$ 2,172,588.99		

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1st Fiscal Year Period: 7/1-9/30/19

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIBOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 252,264,725.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 2,396,511.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 599,127.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 149,781.94

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 7,902,310.20	636	\$ 7,902,310.20	636

6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 990,301.50	103	\$ 990,301.50	103
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. <i>PLEASE CATEGORIZE:</i>				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)	\$ 3,762.50	1	\$ 3,762.50	1
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 882.17	1	\$ 882.17	1
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)	\$ 396,442.47	26	\$ 396,442.47	26
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)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ 3,762.50		\$ 3,762.50	
WBE TOTAL [Lines L - W]	\$ 396,442.47		\$ 396,442.47	
MBE TOTAL (Lines A - W)	\$ 401,087.14		\$ 401,087.14	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2019-2020

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD	1st qtr 7/1/19 -	In reporting data below, does your Agency utilize C.O.R.E.?	
If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE AN yes			NO

Agency Name:	Central Connecticut State University
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Report Prepared by:	Thomas J Brodeur	Agency Number:	7802
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES		SPECIFY:
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category	
Air Temp Mechanical Services	various	\$ 7,404.71	SBE	
Advanced Power Services	various	\$ 2,060.00	SBE	
Barile Printers	various	\$ 5,519.50	SBE	
Bartholomew Contract Interiors	various	\$ 44,847.91	SBE	
Billing Gymnastics	various	\$ 48,633.63	SBE	
Carey Wiper & Supply	various	\$ 1,120.76	SBE	
Chase Glass	various	\$ 2,180.00	SBE	
CT Community Non-Profit Alliance/CCPA	various	\$ 59,002.65	SBE	
Creative Office Interiors	various	\$ 38,486.80	SBE	
East Side Car Clinic & Welding	various	\$ 886.60	SBE	
Executive Landscaping	various	\$ 20,410.98	SBE	
Guardian Pest Control	various	\$ 1,507.50	SBE	
HRW Associates	various	\$ 62,867.04	SBE	
Independent Elevator	various	\$ 39,676.00	SBE	
K & S Distributors	various	\$ 7,357.78	SBE	
Lighting Services	various	\$ 6,571.99	SBE	
Martin Laviero Contractor	various	\$ 29,208.00	SBE	
Mazzarella Builders	various	\$ 3560.	SBE	
Mercury Security	various	\$ 31,367.60	SBE	
Ro-Brand Products	various	\$ 538.57	SBE	
Security Uniforms	various	\$ 10,694.94	SBE	
Service Station Equipment	various	\$ 7,257.37	SBE	
Sign Pro	various	\$ 55,648.11	SBE	
T & T Complete Landscaping	various	\$ 31,920.17	SBE	
The Mercury Group	various	\$ 41,288.28	SBE	
TPC Associates	various	\$ 7,597.84	SBE	
Transfer Enterprises	various	\$ 11,085.22	SBE	
Tull Brothers	various	\$ 2,906.00	SBE	
Victor Advertising	various	\$ 9,862.41	SBE	
Yac Industries	various	\$ 1,306.00	SBE	
Subtotal		\$ 589,214.36		
Action Careers	various	\$ 1,580.40	W	
Bemis Associates	various	\$ 49,000.00	W	
Central Mechanical Services	various	\$ 225,728.95	W	
Connecticut Advertising	various	\$ 4,827.02	W	
D & D Enterprises	various	\$ 36,456.25	W	
Darter Specialties	various	\$ 155.00	W	
Electronic Security & Control Systems	various	\$ 9,400.00	W	
Fire Equipment Headquarters	various	\$ 8,937.29	W	
Hartford Business Supply	various	\$ 39.50	W	
Hartford Lumber	various	\$ 2,687.54	W	
Infoshred	various	\$ 606.00	W	
John W Gross	various	\$ 3,804.16	W	
Lexington Group	various	\$ 10,375.20	W	
R & C Electric	various	\$ 40,307.30	W	
Ryan Business Systems	various	\$ 804.04	W	
Sir Speedy	various	\$ 1,733.82	W	
Subtotal		\$ 396,442.47		
C & C Janitorial	various	\$ 882.17	I	
Hallmark Totaltech	various	\$ 3,762.50	D	
Subtotal		\$ 990,301.50		

December 26, 2018

Mr. John DiSette, President
A & R Local 4206
805 Brook Street (Blkg 4)
Rocky Hill, CT 06067

Dear Mr. DiSette:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File

December 26, 2018

Mr. Jody Barr, Executive Director
SUOAF-AFSCME Council 4
444 East Main Street
New Britain, CT 06051

Dear Mr. Barr:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File



Central Connecticut State University

December 26, 2018

Mr. Sal Luciano, Executive Director
AFSCME CT Council 4
444 East Main Street
New Britain, CT 06051

Dear Mr. Luciano:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File

1615 Stanley Street - PO Box 4010 - New Britain, CT 06051 - T: 860-832-1651 F: 860-832-1706 www.ccsu.edu
CCSU's an Equal Opportunity Employer



Central Connecticut State University

December 26, 2018

Mr. Dave Glidden, Executive Director
CSEA/SEIU Local 2001
760 Capitol Avenue
Hartford, CT 06106

Dear Mr. Glidden:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File

1615 Stanley Street - PO Box 4010 - New Britain, CT 06051 - T: 860-832-1651 F: 860-832-1746 www.ccsu.edu
CCSU's an Equal Opportunity Employer



Central Connecticut State University

December 26, 2018

Mr. Ron McLellan, President
Connecticut Employees Union Independent
P.O. Box 1268
Middletown, CT 06457

Dear Mr. McLellan:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File



Central Connecticut State University

December 26, 2018

Ms. Elena Tapia, President
CSU-AAUP Office
Central Connecticut State University
Marcus White 316, 319 & 322
1615 Stanley Street
New Britain, CT 06650

Dear Ms. Tapia:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File



Central Connecticut State University

December 26, 2018

Mr. Glenn Terlecki, President
Connecticut Police & Fire Union
50 Columbus Blvd.
Hartford, CT 06106

Dear Mr. Terlecki:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action program, which includes notifying unions of the Agency's Affirmative Action commitment.

Please know we are an Affirmative Action Employer.

As an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer. You are welcome to examine our Affirmative Action Plan at any time. We will be happy to make it available on request, or you can review a copy in CCSU's Office of Diversity and Equity, located at 1615 Stanley Street, Room 102, New Britain, CT, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving Affirmative Action goals.

Sincerely,

Rosa Rodriguez
Chief Diversity Officer/Title IX Coordinator

cc: President Toro
File

C19-002

Connecticut's Official State Website



Connecticut State Department of Administrative Services

- Job Openings >
- My Applications >
- New User Registration >
- Job Classes >
- Interest Cards >
- Closed Jobs >

Secretary 2

Central Connecticut State University

Recruitment #180726-7539CL-001

Location New Britain, CT

Date Opened 8/14/2018 12:00:00 AM

Salary \$48,721 - \$61,080/year

Job Type Open to Statewide Employees

Closed Date 8/27/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications from State employees who meet the qualifications for lateral transfer or promotion for a Secretary 2 position. This position is located in the School of Education and Professional Studies, and is a full time (40 hours per week) position on first shift.

The incumbent in this position is accountable for independently performing a full range of Secretary 2 duties in the School of Education and Professional Studies - Dean's office.

SELECTION PLAN

All applicants must include a resume within the "Resume Tab" of their application.

In order to be considered for this job opening, you must be a current state employee, who has permanent state status and meet the Minimum Qualifications as listed on the job opening.

You must specify your qualifications on your application. Should you have questions pertaining to this recruitment, please contact Kathy Callahan at KCallahan@ccsu.edu.

All candidates for employment at Central CT State University are subject to a pre-employment background investigation including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. Later in the recruitment process, current DOR employees may be required to provide their two most recent performance appraisals.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

EXAMPLES OF DUTIES

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
4. **REPORT WRITING:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included.
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.
6. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180726&R2=7539CL&R3=001> 10/3/2018

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180726&R2=7539CL&R3=001> 10/3/2018

8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F | Powered by JobTap

Policies Accessibility About CT Contact & Help Social Media For State Employees

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<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180726&R2=7539CL&R3=001> 10/3/2018

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180726&R2=7539CL&R3=001> 10/3/2018

C19-018



Connecticut State Department of Administrative Services

Telecommunications Dispatcher

Central Connecticut State University

Recruitment #181015-1336CL-001

Location	New Britain, CT
Date Opened	10/15/2018 1:00:00 PM
Salary	\$44,601 - \$58,469/year
Job Type	Open to the Public
Close Date	10/27/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Telecommunications Dispatcher position. This full time (40 hours per week) position is located in the CCSU Police Department. The incumbent is accountable for independently performing a full range of dispatcher duties serving as a communications link between the university, other public safety agencies and the public. The work schedule will include weekends, evenings, and holidays. The candidate must pass a thorough background investigation and a physical examination.

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Job Opening: Telecommunications Dispatcher - Department of Administrative Services Page 3 of 5

refers to appropriate personnel; may monitor other state and local police, fire and medical radio frequencies; may perform varied clerical and statistical work; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of and ability to operate and monitor communications equipment; knowledge of terminology and coding used in radio communications; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to communications; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations; ability to speak proper English and enunciate clearly; ability to function and react calmly, effectively and efficiently under stress; ability to think and act quickly in emergency situations with judgment and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) year of experience in dispatching and operation of communication equipment.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

- Current and valid Telecommunicator Certification
- Training and certification in NCIC

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SELECTION PLAN

Should you have questions pertaining to this recruitment, please contact Mary Cavanaugh at cavanaughm@ccsu.edu, (860) 832-1856.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At the Connecticut State University System, Department of Mental Health and Addictions Services, Connecticut Valley Hospital and the University of Connecticut Health Center this class is accountable for providing a communications link between agency units and/or divisions, other public safety agencies and the public.

EXAMPLES OF DUTIES

Receives, transmits and relays police, fire, medical and other emergency information to and from appropriate personnel; provides appropriate dispatch responses to calls such as: traffic accidents and injuries on state property and police, fire and medical emergencies; determines and evaluates emergency or non-emergency situations, prioritizes and takes appropriate action including interpreting and relaying information to offsite personnel; operates communications equipment such as: computer, radio, telephone and related communications equipment; operates computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems; operates VOTER system to determine radio transmission capability; monitors various cameras and alarm systems within the agency complex; logs communications received during shift and maintains records for purpose of ready identification; advises other agencies on incidents of special concern; contacts and may coordinate with agency units and/or outside agencies such as: State Police and local public safety agencies; independently responds to calls from the general public and

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- Training and certification in COLLECT
- Training and certification in any other related systems

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required to possess and retain certification as a Telecommunicator.
2. Incumbents in this class may be required to receive within three (3) months of appointment and retain certification in NCIC and COLLECT systems.
3. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.

CHARACTER REQUIREMENTS

In addition to the checking of references and facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

PHYSICAL REQUIREMENTS

A physical examination may be required by the appointing authority. Applicants for this class must possess normal hearing and vision.

WORKING CONDITIONS

Incumbents in this class may be required to work in tiring positions for long periods of time.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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Connecticut State
Department of Administrative Services

C19-021

Custodian (37.5 Hour)
Central Connecticut State University
Recruitment #181023-0429TC-002

Location	New Britain, CT
Date Opened	10/23/2018 1:00:00 PM
Salary	\$34,852* - \$43,551/year
Job Type	Open to the Public
Close Date	11/6/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for Custodian positions. These full time (37.5 hours per week) positions are located in the CCSU Custodial Services Department. The Incumbents are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

SELECTION PLAN

KNOWLEDGE, SKILL AND ABILITY

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate current/recent experience in an institutional/commercial type work environment performing custodial tasks and various maintenance services with their submitted application.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
2. A physical examination may be required.

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSU.JobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

EXAMPLES OF DUTIES

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	Apply Online
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.



Connecticut State
Department of Administrative Services

C19-023

General Trades Worker (37.5 Hour)

Central Connecticut State University

Recruitment #181030-0382TC-001

Location	New Britain, CT
Date Opened	10/30/2018 4:00:00 PM
Salary	\$43,689 - \$66,913/year
Job Type	Open to the Public
Close Date	11/13/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for General Trades Worker positions. These full time (37.5 hours per week) positions are located in CCSU General Trades within Facilities Management. The incumbents are accountable for independently performing a full range of highly skilled trades duties in various trade areas.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in one or more trade areas.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

CHARACTER REQUIREMENTS

All State Airports: In addition to the checking of references and of facts stated in the application, a thorough background

SELECTION PLAN

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for performing highly skilled trades duties in various trade areas.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

C19-025

Lead Custodian (37.5 Hour)

Central Connecticut State University

Recruitment #181101-0428TC-001

Location New Britain, CT

Date Opened 11/2/2018 12:00:00 AM

Salary \$36,647 - \$46,661/year

Job Type Open to Agency Employees

Close Date 11/16/2018 11:59:00 PM

INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Lead Custodian position. This full time (37.5 hours per week) position is located in the CCSU Custodial Services Department. The work schedule is 9:00 am- 5:00 pm Sundays, and 6:00 am - 2:00 pm Monday-Thursday. The Incumbent is accountable for acting as a working supervisor for a crew of custodians engaged in the maintenance of university buildings.

SELECTION PLAN

In order to be considered for this job opening, you must be a current employee of the Board of Regents, Connecticut State Colleges and Universities, who has permanent state status, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENTS

- Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.
- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties.
- A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or assaultive and/or abusive patients or clients.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for acting as a working supervisor for a crew of Custodians engaged in the cleaning of buildings.

EXAMPLES OF DUTIES

Plans crew workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; ensures supplies and equipment for crew are adequate by reporting shortages to supervisor; performs full range of duties as outlined in Custodian class specification; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Apply Online </div>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F |
 Powered by JobAps

C19-029



Connecticut State
Department of Administrative Services

Police Sergeant

Central Connecticut State University

Recruitment #181204-9024PS-001

Location	New Britain, CT
Date Opened	12/5/2018 12:00:00 AM
Salary	\$60,656* - \$81,178/year (*New State Employees start at minimum salary range)
Job Type	Open to the Public
Close Date	12/12/2018 11:59:00 PM

INTRODUCTION



<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181204&R2=9024PS&R3=001> 12/5/2018

training of departmental personnel; may serve as dispatcher; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability, ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience as a Police Officer in an organized police department or within state service.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

A Bachelor's degree may be substituted for one (1) year of the General Experience.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted application:

- Rank of Sergeant or above
- CT P.O.S.T.C. Certified

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The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Police Sergeant. These positions are full time (40 hours per week).

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, college or university this class is used in two ways:

1. Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
2. Assisting a Lieutenant in supervising operations of a facility protective services operation.

EXAMPLES OF DUTIES

Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise

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- CT P.O.S.T.C. Certified Instructor

SPECIAL REQUIREMENTS

1. Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
2. Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct". (Connecticut General Statutes 29-18 and/or 10a-142)
3. Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
4. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
5. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
6. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
7. Incumbents in this class must be eligible and qualified to bear arms.
8. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

All candidates for employment at Central Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

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C19-037



Connecticut State
Department of Administrative Services

Office Assistant

Central Connecticut State University

Recruitment #181210-7086CL-001

Location	New Britain, CT
Date Opened	12/10/2018 12:00:00 PM
Salary	\$40,801* - \$53,663/year (*New State Employees start at the minimum of salary range)
Job Type	Open to the Public
Close Date	12/18/2018 11:59:00 PM

INTRODUCTION



<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018

4. **REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
5. **INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018

The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Office Assistant in the Police Department. This position is full time (40 hours per week) Monday - Friday 8:00 a.m. - 5:00 p.m.

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

SELECTION PLAN

Please ensure that your application is complete. You will be unable to make revisions once you officially submit your application to the State of Connecticut. Candidates who submit an untimely, incomplete or inaccurate application will not be considered for this employment opportunity.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

EXAMPLES OF DUTIES

1. **TYPING:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
3. **CORRESPONDENCE:** Composes routine correspondence.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Two (2) years of general clerical work experience.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

- Experience working in a Police Department
- Experience in COLLECT and/or NCIC
- Experience utilizing Law Enforcement Administrations System (L.E.A.S.)

SPECIAL REQUIREMENTS

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=181210&R2=7086CL&R3=001> 12/10/2018



Connecticut State
Department of Administrative Services

C19-048

Secretary 1

Recruitment #190129-6976CL-001

Location	New Britain, CT
Date Opened	1/31/2019 10:00:00 AM
Salary	\$42,664 - \$56,009/year
Job Type	Open to Agency Employees
Close Date	2/9/2019 11:59:00 PM

INTRODUCTION



<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190129&R2=6976CL&R3=001> 1/31/2019

PURPOSE OF JOB CLASS
(NATURE OF WORK)

In a state agency, this class is accountable for performing a full range of secretarial support functions.

EXAMPLES OF DUTIES

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.

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Located in New Britain, CT, Central Connecticut State University (CCSU) is one of the State of Connecticut institutions of higher learning. We are accepting applications from state employees who meet the qualifications for lateral transfer or promotion for a Secretary 1 position. This full-time position operates 1st shift, 40 hours per week and will provide direct support to the Associate Vice President of Academic Affairs. The incumbent in this position is accountable for independently performing a full range of Secretary 1 duties for Academic Affairs.

Note: This internal position is open to Board of Regent Employees ONLY.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee of the Board of Regents, who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Kathy Callahan, kcallahan@ccsu.edu.

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7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.

8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

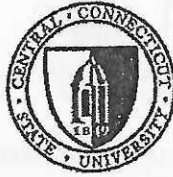
MINIMUM QUALIFICATIONS -
GENERAL EXPERIENCE

Two (2) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS -
SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190129&R2=6976CL&R3=001> 1/31/2019



**Management Information Systems (C19-011)
Assistant/Associate**

The Management Information Systems (MIS) Department seeks a dynamic, student-oriented individual for a full-time, tenure-track appointment to teach undergraduate and graduate courses in **Management Information Systems**. The successful candidate will demonstrate a strong commitment to teaching excellence, a record of (or potential for) high-quality scholarship, and a commitment to academic service. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Ph.D. in Management Information Systems or related field (degree in discipline of MIS preferred); A.B.D. will be considered if Ph.D. is obtained within one year appointment)
- Evidence of and/or commitment to teaching excellence;
- Evidence of and/or commitment to high-quality scholarship
- Evidence of and/or commitment to academic service
- Commitment to serving a culturally diverse student body

Preferred Qualifications

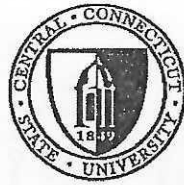
- Ph.D. from an AACSB accredited school
- Record of successful university teaching
- Discipline-related professional experience

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

Application and Appointment: For full consideration, applications must be received by December 1, 2018. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on **Apply Now** and **electronically** submit the following:

- Letter of application;
- Curriculum vita indicating name of major for all degrees;



Assistant/Associate Counselor (C19-014) Student Wellness Services: Counseling

Central Connecticut State University invites applications for a full-time, Assistant/Associate Counselor (AAUP Faculty). The successful candidate will provide students with mental/behavioral health services as part of the integrated Department of Student Wellness Services. The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of his or her training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. This is a 12-month position and may include evening and/or Saturday hours.

Required Qualifications

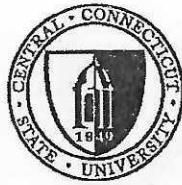
- Master's degree in psychology, counseling, social work or marriage and family therapy or a related field
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Currently licensed as a mental health provider
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

Preferred Qualifications

- Three years post master's counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Doctorate in psychology, counseling, social work or marriage & family therapy or a related field, plus three years of counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Experience working with graduate student intern and assistants
- Currently licensed in the State of Connecticut as a mental health provider
- Electronic health record experience

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

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Assistant Director of Marketing and Communications (C19-017)
Marketing and Communications Department

Central Connecticut State University invites applications for a full-time, Assistant Director of Marketing and Communications in the Marketing and Communications Department. The successful candidate will provide assistance in carrying out the functions of marketing and communications for the Office of the President/University. Candidates are expected to be committed to multiculturalism and working with a diverse student body. Responsibilities include:

- Assists the Director of Public Relations and Director of Marketing with developing, coordinating and disseminating timely internal and external communications for the Office of the President/University.
- Writes and edits news stories and coordinates the editing and production of the campus newsletter, the Courier.
- Collaborates with the Director of Public Relations and Director of Marketing to produce copy for and assist in the editing of Central Focus Alumni Magazine. Writes informational, development, and feature content for traditional and digital media outlets including electronic and print materials such as Alumni News, recruitment view books, brochures, etc.
- Supports marketing and communications efforts in promoting a positive image of the University with emphasis on enrollment and fundraising. Assists with researching, writing, editing and generating ideas for news and feature articles that showcase the University.
- Works with the Coordinator of Designs and Publications in preparation of content for University publications and creating new, innovative marketing materials.
- Supports the posting of images/photographs/stories from various events to the University website and social media outlets.
- Supports Institutional Advancement initiatives such as assisting with the preparation of Continuing Education course booklets, producing fundraising event programs, etc.
- Assists with other public relations/marketing and communications activities and special projects, as assigned.
- Performs other duties and responsibilities related to those above, which do not alter the basic level of responsibility of the position.

Required Qualifications

- Bachelor's degree
- Three years of experience in writing, editing, and developing communications for print and electronic publications
- Must possess a strong commitment to customer service and teamwork
- Excellent communication and organizational skills
- Demonstrated ability to utilize a variety of communication vehicles such as print, electronic, social media, etc.
- Must be detail oriented, able to function efficiently and independently in a fast-paced environment, and manage multiple priorities
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Evidence of meeting deadlines



Data Network Specialist Admin 4 (C19-038)
Information Technology Division: Technical Services

Central Connecticut State University invites applications for a full-time, Data Network Specialist in the Information Technology Division-Technical Services. The successful candidate will have primary responsibility for data network infrastructure (DNI) hardware and software. Other responsibilities include data network planning and troubleshooting, development of network security policies, procedures and implementation. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Bachelor's Degree in computer science or a related field
- At least five years' experience supporting network hardware and software
- Knowledge of LAN wiring standards, TCP/IP, LAT and other network protocols, traffic analysis and troubleshooting, network technologies and standards, client/server concepts, remote access technologies, security, internet tools, Windows and successor packages and applications.
- Commitment serving a diverse student body

An equivalent combination of credentials and/or experience may also be considered

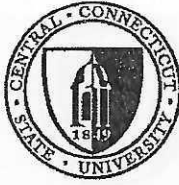
Preferred Qualifications

- Certified Network Engineer (CCNA or CCNP) or equivalent
- Experience with Cisco NAC/ISE, VoIP, 802.1x, Firewall, VPN technologies, and networking management software, i.e., Prime
- Knowledge of scripting languages such as Python, Perl, or other languages
- VMware, load balancing technologies and Azure/AWS networking experience

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system.

For full consideration, applications must be received by **January 8, 2019**. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Here](#).

Central Connecticut State University is an affirmative action and equal opportunity employer.



Assistant Professor of Geography, Tourism and Hospitality Studies (C19-042)
Geography Department

Central Connecticut State University invites applications for a full-time, tenure-track position in the Geography Department beginning **August 2019**. The successful candidate will have expertise in Tourism and Hospitality studies. The candidate will teach introductory and advanced level courses in geography, tourism and/or hospitality, recruit and mentor students, supervise graduate theses and interns, and contribute to the department's outreach activities to local business community. A strong commitment to teaching and an active program of research and publication are expected. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

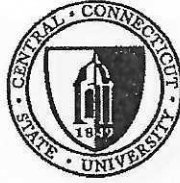
- Ph.D. in geography, tourism or hospitality studies, or tourism planning (For ABD's, Ph.D. must be completed within one year of hire.)
- Collegiate teaching experience in one or more of the following: geography/tourism/hospitality
- Ability to teach introductory and advanced level courses in geography/tourism/hospitality, such as Geography of Tourism, Tourism Planning, and other courses that complement the department's offerings
- Practical/outreach experience in tourism/hospitality
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualification

- Scholarly activity in the field

For full consideration, applications must be received by **February 15**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on *Apply Now*.

CCSU is an affirmative action and equal opportunity employer.



Assistant Professor (C19-044)
Engineering Department

Central Connecticut State University's Engineering Department invites applications for a tenure-track Assistant Professor. The new faculty will join a rapidly growing and vibrant engineering department. Applicants with significant academic experience and accomplishments could be considered for the rank of Associate Professor. Successful candidates will be expected to be collaborative, committed to excellence in teaching, able to teach and develop a variety of mechanical engineering and engineering technology courses, contribute significantly to undergraduate and graduate research, actively engage in scholarly activity with a continuous research agenda. Department faculty are also expected to participate in program assessment, ABET accreditation activities, service to the department and University, and to be professionally active.

Required Qualifications:

- B.S. in mechanical, aerospace, electro-mechanical, or electrical engineering and Ph.D. in mechanical engineering or closely related field by the date of appointment, with at least one degree in mechanical engineering;
- Exceptional back ground in modeling and control of dynamic systems;
- At least two years of relevant full-time industrial experience in the related areas, or equivalent hands-on experience in industrial, and government research labs;
- Excellent communication and presentation skills.

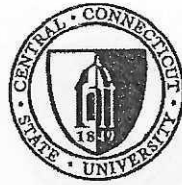
Preferred Qualifications:

- Additional back ground in (1) the theory, methodology, and practice of measurements and (2) the design, development and analysis of instrumentation and measurement systems used in generating, acquiring, conditioning and processing signals;
- Teaching experience in ABET accredited mechanical and/or manufacturing undergraduate programs, as well as, at the graduate level;
- Ability to teach a wide range of mechanical engineering and engineering technology courses at both undergraduate and graduate levels;
- Demonstrated record of outstanding teaching, scholarly activities, advising, service, and experience in developing and/or maintaining instructional and research laboratories;
- Experience working with industry with a record of successful external funding for collaborative applied research involving undergraduate and graduate students; and,
- A professional engineering (P.E.) license.

The University: CCSU is one of four state universities with the Board of Regents for Higher Education

For full consideration, applications must be received by **May 31**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs.

CCSU is an affirmative action and equal opportunity employer.



Assistant Professor (C19-047)
Department of Political Science

Central Connecticut State University invites applications for a full-time Assistant Professor in the Political Science Department. The successful candidate will teach undergraduate courses in Comparative Politics, with particular interest in European politics (including the requirement to teach courses on Europe, Eastern Europe, Russia, migration, and citizenship) in Political Science and contribute actively and effectively to scholarship, service, and student growth at CCSU. The ability to teach political theory and research methods is also desired. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

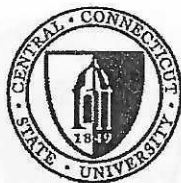
- Ph.D. in Political Science (The completion of the Ph.D. is required by July 15, 2019)
- Demonstrated teaching excellence in Political Science in comparative politics with an emphasis on European comparative politics
- Commitment to serving a diverse student body

Preferred Qualifications:

- Experience teaching undergraduate introductory comparative politics courses, as well as upper-level courses on European politics and courses in political theory
- Peer-reviewed publications in comparative politics and/or European politics
- Research interests appropriate to student participation and experience involving undergraduate research

For full consideration, applications must be received **February 19, 2019**. Salary is commensurate with education and experience. Incomplete applications will *not* be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#).

Central Connecticut State University is an affirmative action and equal opportunity employer.



Director of Choral Activities/Choral Music Education (C19-058)
Department of Music

Central Connecticut State University invites applications for a full-time, tenure track position as an Assistant Professor in the Department of Music beginning academic year 2019-2020. The person in this position will coordinate all choral activities; direct both the small auditioned ensemble (University Singers) and the large choral ensemble (University Chorale); teach undergraduate and graduate courses in choral music education, conducting, and vocal methods; and assist with the supervision of student teachers. Additional duties as assigned by the chair may include coordinating the undergraduate or graduate music education program, depending on the candidate's expertise.

Required Qualifications:

- Completed doctorate in Music by date of appointment
- Three years experience of proven success in public school teaching in music
- Commitment to serving a culturally diverse student body

Preferred Qualifications:

- Successful college teaching experience
- Experience with various facets of university choral programs, including the recruitment of music majors, minors, and non-majors, and establishing and maintaining positive relationships with public school band directors, and university/community constituents
- Demonstrated musical, financial, and administrative success with collegiate and/or high school choral ensembles
- Experience working with and observing student teachers
- Experience working with diverse populations

For full consideration, applications should be received **by February 18, 2019**; the department will continue to accept applications until the position is filled. Salary and rank are commensurate with education and experience. To apply, go to <http://www.ccsu.edu/jobs> and click on the *Apply now*.

CCSU is an affirmative action and equal opportunity employer.

C19-001

Find Jobs	Company Reviews	Find Salaries	Find Reviews	Employers Post Job
Post	Where	What	When	How
Central Connecticut State University				
Job title, keywords or company				

Vice President of Student Affairs
 Central Connecticut State University
 50 reviews · New Britain, CT
 Full-time, Part-time

Apply On Company Site Save this Job

Upload your resume - Let employers find you

Recommended Jobs - 37 seen

My recent searches

CCSU - New Britain, CT - 4 new

Central Connecticut State University - New Britain, CT - 25 new

STAMFORD

Sort by: relevance · date

Salary Estimate

\$50,000	(56)
\$30,000	(42)
\$40,000	(19)
\$60,000	(12)
\$10,000	(16)

Job Type

Full-time	(194)
Part-time	(6)
Contract	(1)
Temporary	(1)

Location

Farmington, CT	(10)
Hartford, CT	(9)
New Britain, CT	(9)
Norwalk, CT	(9)
Meriden, CT	(2)

Company

ATI Resources LLC	(84)
USG Interiors	(9)
Central Connecticut State University	(9)
University of Connecticut	(9)
Central Connecticut State University	(9)

Experience Level

Entry Level	(82)
Mid Level	(110)
Senior Level	(2)

Physician Urgent Care Physician Position in Central Connec...
 57 reviews

Associate Professor, Nurs...
 50 reviews

Assistant Professor (MS2499)
 63 reviews

Central Connecticut State University STEAM AmeriCorps VISTA
 90 reviews

Sexual Assault & Violence Prevention Specialist
 90 reviews

HigherEdJobs

C19-001

Vice President of Student Affairs

Institution:	Central Connecticut State University
Location:	New Britain, CT
Category:	Executive - Administrative Vice Presidents Admin - Student Affairs and Services
Posted:	07/27/2018
Application Due:	Open Until Filled
Type:	Full Time

Central Connecticut State University (CCSU) announces the search for its next Vice President of Student Affairs (VPSA) and invites expressions of interest, nominations and applications. The new VPSA will have the opportunity to partner with CCSU's new president, Dr. Zulma R. Toro, and provide collegial leadership to a creative and energetic faculty and staff.



Under Dr. Toro's leadership, the CCSU community has a renewed sense of its special identity and mission, an increased level of energy and excitement, a determination to be the leader in Connecticut public higher education, an infectious determination to take on new challenges and solve old problems, and a commitment to serve its community in new and more effective ways. The oldest of Connecticut's public universities and the largest of its regional comprehensives, Central is in a very strong financial position and has enjoyed stable enrollments. With Dr. Toro's leadership, it is poised to grow both in size and in the effectiveness with which it serves its students and the wider community.

The University seeks an energetic and student-centered VPSA who will be a good partner with Dr. Toro-one who shares her vision for Central as an urban university serving an increasingly diverse population, who readily gains the trust and respect of the students and student affairs staff, who has a strong commitment to student-centered education, and who can work collegially with all members of the University community. The ideal candidate will advise and collaborate with colleagues across the University on a variety of matters that shape the student experience and campus culture.

Role of the VPSA: As the chief student affairs officer, the VPSA is a key partner in student decision-making, providing leadership in all student affairs matters and working collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The VPSA reports directly to the president, serves on the President's Cabinet, and works collaboratively with other members of the president's leadership team. There must be especially close and collegial relations between the chief student affairs officer and the Provost, given the many ways in which they must partner to achieve the best educational outcome for Central's students.

The VPSA will be responsible for providing leadership and administrative oversight of all student affairs programs and services that promote and advance the University's mission and strategic plan. The VPSA supervises the following seven departments: Student Wellness Services (health, counseling and wellness education); Residence Life, Student Activities and Leadership Development; Student Center; Student Conduct; Student Disability Services; and Veterans Affairs.

Job Search Results

Vice President of Student Affairs [C19-001]

Central CT State University in Connecticut

- Save
- Print

Date Posted August 2, 2018
 Type Executive
 Salary Not specified
 Employment Type Full-time

Vice President of Student Affairs [C19-001]

Central Connecticut State University (CCSU) announces the search for its next Vice President of Student Affairs (VPSA) and invites expressions of interest, nominations and applications. The new VPSA will have the opportunity to partner with CCSU's new president, Dr. Zulma R. Toro, and provide collegial leadership to a creative and energetic faculty and staff.

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C19-003



Member Directory Join Now!

Head Women' Lacrosse Coach

Posting Date

8/15/2018

Institution/Company

Central Connecticut State University

Location

New Britain, CT

Job Type

Full Time - Experienced

Salary Range

Commensurate with experience

Preferred Education

Bachelor's degree

Job Description

Central Connecticut State University invites applications for a full-time, Head Women's Lacrosse Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the Women's Lacrosse program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in community service and fund raising events. The Head Coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. This position requires an excellent work ethic along with exceptional motivational and communication skills. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Employer Information

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at



Member Directory Join Now!

Assistant Women's Basketball Coach

Posting Date

8/21/2018

Institution/Company

Central Connecticut State University

Location

New Britain, CT

Job Type

Full Time - Experienced

Job Description

Central Connecticut State University invites applications for a full-time, Assistant Women's Basketball Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the women's basketball program. Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations, and participation in fund raising and community service events. The assistant coaches will be expected to work cooperatively and effectively with the staff and personnel of the Department and University.

The position requires an excellent work ethic along with exceptional motivational and communication skills. The candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's degree
- One year of NCAA coaching experience in the sport of women's basketball
- Knowledge of NCAA rules and regulations
- Commitment to serving a culturally diverse student body

Preferred Qualifications:

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Central Connecticut State University
Location: New Britain, CT 06059
Job Type: Regular
Job Schedule: Full-time

Document ID: AC1354.01A
Posted on: 9/13/2018

Associate Vice President of Enrollment Management

Central Connecticut State University (CCSU) announces the search for its first Associate Vice President (AVP) of Enrollment Management and invites expressions of interest, nominations, and applications.

The ideal public institution of higher education in Connecticut and the largest of its region comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollment. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Zimine II, Tim's leadership, it is poised to open both its site and its effectiveness with which it fulfills its mission.

Founded in 1849 as New Britain Normal School, CCSU has evolved into a modern comprehensive university with undergraduate and graduate programs built on a solid foundation of liberal learning. One of the four regional comprehensive universities in Connecticut, it is part of the 17-member Connecticut State Colleges and Universities System created in 2012. It is also part of the Greater Hartford area of 1.2 million residents and is centrally located in the state, within easy reach of much of Connecticut and several of the major metropolitan areas in the region.

CCSU's fine schools – the Civil & Women College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies – offer 100 major programs in over 80 fields of study, including bachelor's and master's degrees as well as several doctorate professional degrees and doctoral degrees in educational leadership and nurse practitioner practice. In recent years, Central has added master's programs in counseling, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.

CCSU's nearly 12,000 diverse students are taught and mentored by approximately 450 talented full-time and nearly 500 part-time faculty members and are supported by a devoted full-time staff numbering just over 500 and a part-time staff of almost 140 people, all of whom are true partners in the educational enterprise. CCSU faculty and staff are committed to shared governance in a collective bargaining environment.

CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its International Study/Travel program is often ranked by Open Doors as one of the top 40 in the nation among regional comprehensive universities. Twenty-one percent of CCSU's graduates have had a research experience. The Campus Foundation for the Advancement of Traditions has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

Job description

As the chief enrollment officer, the AVP provides leadership in all enrollment management matters and works collaboratively with the directors, faculty, staff, and administrators to further the University's mission and vision. The new AVP will be expected to provide leadership in a variety of areas, with direct oversight of the following four departments: (1) Undergraduate Admissions; (2) Graduate Admissions; (3) Financial Aid; and (4) Transfer and Academic Articulation.

The ideal candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, a strong sense of professional ethics, and a creative and analytical approach. The position demands both institutional leadership and a thorough understanding of best practices in enrollment management. The new AVP must be guided by a strong student-centered philosophy and be adept in high-tech and interpersonal environments. In addition, the new AVP must possess the ability to work collegially with students, faculty and staff, fellow administrators, and members of the wider community.

Required qualifications:

- Master's degree from a regionally accredited institution
- Eight years of progressively responsible administrative experience in higher education enrollment management, with a minimum of four years in a supervisory capacity at the director level or higher;
- Demonstrated ability to effectively lead and manage a diverse staff in an environment that values teamwork and professional development;
- Demonstrated success in collaborating with all levels of the institution, including experience in developing joint student affairs and academic affairs programs and initiatives to advance a culture of student-centered service;
- Demonstrated ability to effectively address the needs of and communicate with diverse student populations, such as: low-income, first-generation, ethnic minority, international, and/or non-traditional students; and
- Demonstrated practical knowledge of an array of software packages and other technologies used to effectively and efficiently collect and manage student enrollment.

Preferred qualifications:

- Prior work with strategic planning, budgeting development and execution;
- Knowledge and understanding of statistical and predictive analysis;
- Experience working in a university, public institution of higher education;
- Commitment to building and maintaining relationships with community colleges; and
- Track record of K-12 collaborations/engagements.

Application & Appointment: For full consideration, applications must be received by October 25, 2018. Salary is commensurate with education and experience; salary range is \$161,000 to \$192,000. To begin the application process, applicants must go to www.ccsu.edu/jobs and submit the following in one single document:

- Letter of application
- Current curriculum vitae
- Names, titles, addresses, and telephone numbers and email addresses of five current professional references (current or former supervisors)

Address letters of nomination to Dr. Christopher Coligan, Search Committee Chair and Vice President of Institutional Advancement. For additional information, please contact Dr. Coligan at cj21@ccsu.edu or 860-832-1761. All inquiries, nominations, and applications will be held in the strictest confidence; references will not be contacted without the candidate's expressed permission.

Please reflect any personally identifiable information (i.e. SSN, DOB, marital status) from any documents submitted. Incomplete applications will not be considered. Emailed or scanned copies will not be accepted.

CCSU is an affirmative action and equal opportunity employer and educator.

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<http://jobs.diversejobs.net/job/ct/new-britain/associate-vice-president-of-enrollment-manag...> 9/19/2018

CCSU HR Applicant Tracking System

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CCSU HR Applicant Tracking System

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Management Confidential
[C18-006] - Associate Vice President Of Enrollment Management

Please redact any personally identifiable information (i.e. SSN, DOB, marital status) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

APPLICATION INFORMATION

Contact: Dr. Christopher Galligan
Search Committee Chair and Vice President of Institutional Advancement
Central Connecticut State University

Online App. Form: <http://www.ccsu.edu/jobs>

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Apply through Institution's Website

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Home

Associate Director Of Financial Aid

Central Connecticut State University - New Britain, CT

C19-007

Central Connecticut State University

95 reviews

Read what people are saying about working here

\$61,617 a year

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite
- Experience with ELM, NSLDS and US Department of Education programs and processes
- Demonstrated strong interpersonal and presentation skills and ability to maintain effective working relationships with co-workers and the public
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Five years' experience in financial aid administration
- Work experience with SQL query, design and development
- Work experience developing test plans, e.g., testing student information system implementation functions
- Proficient understanding of development and implementation processes
- Experience with Ellucian's Banner

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from a traditional minority heritage. Visit our web site at <http://www.ccsu.edu>.

<https://www.indeed.com/viewjob?jk=9753271626ef323e&tk=10cwm741p0gbe003&from...> 12/10/2018

Job Search Results

Associate Director Of Financial Aid

Central Connecticut State University in Connecticut

C19-007

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Deadline Open until filled

Date Posted November 20, 2018

Employment Type Full-time

Job Description

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite

<https://chroniclevitea.com/jobs/128771-294>

12/10/2018

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C19-007

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Central Connecticut State University
Location: New Britain, CT 06053
Job Type: Regular
Job Schedule: Full-time

Document ID: AC455-6118
Posted on: 11/19/2018

ASSOCIATE DIRECTOR OF FINANCIAL AID

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite
- Experience with ELM, NSLDS and US Department of Education programs and processes
- Demonstrated strong interpersonal and presentation skills and ability to maintain effective working relationships with co-workers and the public
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Five years' experience in financial aid administration
- Work experience with SQL query, design and development
- Work experience developing test plans, e.g., testing student information system implementation functions
- Proficient understanding of development and implementation processes
- Experience with Ellucian's Banner

For full consideration, applications must be received by December 13, 2018. Salary is commensurate with education and experience; minimum starting salary is \$61,617.

For more information and application instructions go to: www.ccsu.edu/jobs.

Central Connecticut State University is an affirmative action and equal opportunity employer.

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<http://jobs.diversejobs.net/job/ct/new-britain/associate-director-of-financial-aid--AC455-6...> 12/10/2018

HigherEdJobs

Office of Financial Aid: Associate Director of Financial Aid

Institution:	Central Connecticut State University
Location:	New Britain, CT
Category:	Admin - Financial Aid
Posted:	11/19/2018
Application Due:	12/13/2018
Type:	Full Time

Central Connecticut State University invites applications for a full-time Associate Director in the Office of Financial Aid. The Associate Director of Financial Aid is responsible for systems operations and assists in the planning, coordination and operation of the Financial Aid Office. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The Associate Director must be available evenings and weekends as needed.

Required Qualifications:

- Master's degree
- Four years of experience in student services, including two years in financial aid demonstrating the ability to relate effectively to students and staff, broad knowledge of financial aid practices and federal and state regulations
- Demonstrated strong technical knowledge of ERP and Financial Aid Systems, and working knowledge of Microsoft Suite
- Experience with ELM, NSLDS and US Department of Education programs and processes
- Demonstrated strong interpersonal and presentation skills and ability to maintain effective working relationships with co-workers and the public
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Five years' experience in financial aid administration
- Work experience with SQL query, design and development
- Work experience developing test plans, e.g., testing student information system implementation functions
- Proficient understanding of development and implementation processes
- Experience with Ellucian's Banner



<https://www.higheredjobs.com/search/details.cfm?JobCode=176865528&Title=Office%2...> 11/25/2018

Job Search Results

Assistant/Associate Professor Of Finance

Central Connecticut State University in Connecticut

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Deadline Open until filled

Date Posted October 4, 2018

Job Description

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

Required Qualifications:

- Doctorate in finance, financial economics or related field from an AACSB accredited institution. ABDs from an accredited institution will be considered; completion of the Ph.D. is required by August 30, 2019.

<https://chroniclevitea.com/jobs/128771-285>

10/17/2018

- Transcripts (official copies are acceptable; if selected, official copies will be required)
- Teaching evaluations (within the last three years)

Finalists will be asked to submit three letters of recommendation mailed directly by the recommender to Dr. Joseph Farhat, Finance Search Committee Chair, CCSU, 1615 Stanley St., New Britain, CT 06053, or emailed to jfarhat@ccsu.edu.

Please indicate any personally identifiable information (i.e., SSN, DOI), marital status, country of origin) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

For information, contact Dr. Joseph Farhat at jfarhat@ccsu.edu.

CCSU is an affirmative action and equal opportunity employer/educator. As an affirmative action employer, CCSU actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

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Central Connecticut State University
 Location: New Britain, CT 06018
 Job Type: Faculty
 Job Schedule: Full-time

Duration ID: ACCSB-ENP
 Posted on: 10/03/2018

ASSISTANT/ASSOCIATE PROFESSOR OF FINANCE

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

Required Qualifications:

- Doctorate in finance, financial economics or related field from an AACSB accredited institution. ABDs from an accredited institution will be considered; completion of the Ph.D. is required by August 30, 2019.
- A proven record of excellence in teaching finance courses
- Have an ability to use technology effectively in teaching and learning
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications:

- Evidence of scholarly activity in finance
- Ph.D./ABD in finance or financial economics from an AACSB accredited institution.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 8,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu>.

The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to effectively enhance our communities as the "Stimulus of Central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the Fine Arts Symphony Orchestra, City Dancers, the world-renowned New Britain Museum of American Art, and other area organizations. The University is approximately one hour by car from both Boston and New York City.

Application and Appointment: For full consideration, applications must be received by November 15, 2018. Salary and rank are commensurate with education and experience. To begin the application process, go to: <http://www.ccsu.edu/faculty>, click on the apply now button and electronically submit the following:

- Letter of interest addressing your qualifications for the position
- Current curriculum vitae
- Copies of three current references with addresses, email addresses and telephone numbers

HigherEdJobs

Assistant/Associate Professor of Finance [#C19-009]

Institution:	Central Connecticut State University
Location:	New Britain, CT
Category:	Faculty - Business - Finance
Posted:	10/04/2018
Application Due:	11/15/2018
Type:	Full Time

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

Required Qualifications:

- Doctorate in finance, financial economics or related field from an AACSB accredited institution. ABDs from an accredited institution will be considered; completion of the Ph.D. is required by August 30, 2019.
- A proven record of excellence in teaching finance courses
- Have an ability to use technology effectively in teaching and learning
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications:

- Evidence of scholarly activity in finance
- Ph.D./ABD in finance or financial economics from an AACSB accredited institution.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 8,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu>.



The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions. The University is approximately two hours (by car) from both Boston and New York City.

Application and Appointment: For full consideration, applications must be received by November 15, 2018. Salary and rank are commensurate with education and experience. To begin the application process, go to: <https://hrat.ccsu.edu/default.php>, click on the Apply Now button and electronically submit the following:

- Letter of interest addressing your qualifications for the position
- Current curriculum vitae
- Names of three current references with addresses, email addresses and telephone numbers
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required.)
- Teaching evaluations (within the last three years)

Finalists will be asked to submit three letters of recommendations mailed directly by the recommender to Dr. Joseph Farhat, Finance Search Committee Chair, CCSU, 1615 Stanley St., New Britain, CT 06053, or emailed to JosephFarhat@ccsu.edu.

Please redact any personally identifiable information (i.e., SSN, DOB, marital status, country of origin) from any documents submitted. Incomplete applications will not be considered. Emailed or mailed copies will not be accepted.

For information, contact Dr. Joseph Farhat at JosephFarhat@ccsu.edu.

APPLICATION INFORMATION

Contact: Dr. Joseph Farhat
Finance
Central Connecticut State University

Online App. Form: <https://hrat.ccsu.edu/default.php>

CCSU is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.

Apply through Institution's Website

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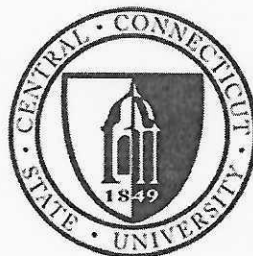
Central Connecticut State University

Report Pursuant to Connecticut General Statutes

Section 10a – 55m

January 1, 2018 – December 31, 2018

Prepared by the CCSU Office of Equity and Inclusion



CCSU is an equal opportunity employer and educator.

Narrative

The first part of the narrative describes the initial phase of the project, focusing on the identification of the problem and the selection of the research team. It details the challenges faced in the early stages and the strategies employed to overcome them.

The second part of the narrative discusses the data collection and analysis phase. It outlines the methods used to gather information and the techniques employed to interpret the findings, highlighting the insights gained from the research.

Conclusion

The conclusion summarizes the key findings of the study and reflects on the overall impact of the research. It discusses the implications of the results and offers suggestions for future research in the field.

The final section of the narrative provides a detailed account of the project's outcomes and the lessons learned. It emphasizes the importance of collaboration and communication throughout the research process and offers advice for other researchers.

The narrative concludes with a reflection on the author's personal growth and the value of the research experience. It expresses gratitude to the participants and the research team, and looks forward to future endeavors.

As the project nears its end, the author reflects on the journey taken and the challenges overcome. It is a time of reflection and appreciation for the support and guidance received throughout the process.

The final paragraph of the narrative offers a final thought on the significance of the research and the author's hopes for the future. It serves as a closing statement, leaving the reader with a sense of closure and inspiration.

CCSU faculty and staff also engage in training programs throughout the year. All new employees are required to complete an initial Title IX training within their first year of employment and all employees are required to complete a Title IX Refresher training each subsequent year. This training informs employees of their responsibilities when receiving disclosures or reports of sexual misconduct, as well as their rights on campus. The training is offered in-person and on-line.

CCSU publishes policies online and in print materials that are available to students and employees (see supplemental materials for print documents). Policies and protocol related to sexual misconduct may be found on the CCSU Office of Diversity and Equity website at the following link: <https://www.ccsu.edu/diversity/policies/index.html>. The Student Code of Conduct is available through the Office of Student Conduct: <https://web.ccsu.edu/studentconduct/?redirected>. Links to specific policies are included below.

BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy
https://docs.ccsu.edu/Sexual_Misconduct_Policy.pdf.

BOR/CSCU Policy on Consensual Relationships
Available through the CCSU Human Resources website: <https://www.ccsu.edu/hr/policies.html>
Policy: <https://www.ccsu.edu/hr/files/ConsensualRelationshipsPolicy10.20.16.pdf>

BOR/CSCU Policy Regarding Reporting Suspected Abuse or Neglect of a Child
<https://www.ccsu.edu/diversity/policies/Policy%20Regarding%20Reporting%20Suspected%20Abuse%20or%20Neglect%20of%20a%20Child.pdf>

BOR/CSCU Student Code of Conduct
<https://web.ccsu.edu/studentconduct/codeofconduct.asp>

under said subdivision (1) or (2) shall be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court if the victim is under ten years of age or of which five years of the sentence imposed may not be suspended or reduced by the court if the victim is under sixteen years of age.

(3) Any person found guilty under this section shall be sentenced to a term of imprisonment of at least ten years, a portion of which may be suspended, except as provided in subdivisions (1) and (2) of this subsection, or a term of imprisonment and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of at least ten years. Notwithstanding the provisions of subsection (a) of section 53a-29 and except as otherwise provided in this subsection, a court may suspend a portion of a sentence imposed under this subsection and impose a period of supervised probation pursuant to subsection (f) of section 53a-29.

Sec. 53a-71. Sexual assault in the second degree: Class C or B felony. (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting; or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity; and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(b) Sexual assault in the second degree is a class C felony or, if the victim of the offense is under sixteen years of age, a class B felony, and any person found guilty under this section shall be sentenced to a term of imprisonment of which nine months of the sentence imposed may not be suspended or reduced by the court.

Sec. 53a-72a. Sexual assault in the third degree: Class D or C felony. (a) A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

(b) Sexual assault in the third degree is a class D felony or, if the victim of the offense is under sixteen years of age, a class C felony.

Sexual Violence Statistics and Data

- One (1) report involved a respondent not affiliated with CCSU and therefore was outside of the authority of the Office of Student Conduct and the Office of Diversity and Equity. However, a report was made to a police department.
- One (1) report was made by a third party. When the alleged victim was approached about the report they denied any abuse had occurred.

Stalking Reports

A total of eight (8) reports of stalking were made to CCSU in 2018. Seven (7) of the reports resulted in an investigation by the Office of Student Conduct, with the following outcomes:

- In seven (7) reports, it was determined that the evaluated behavior did not amount to a violation of prohibited conduct.
- In one (1) report, the alleged victim initially stated an intention to report to the Office of Student Conduct but did not make an official report.

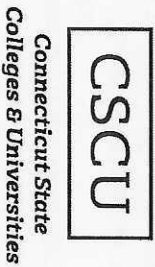
Total Anonymous and Confidential Reports and Disclosures

The University Police monitors an on-line form where individuals can report anonymous crimes, including those of sexual assault, intimate partner violence stalking. In 2018 there were zero (0) anonymous reports.

The only employees on the CCSU campus who are able to receive confidential disclosures of sexual assault, intimate partner violence and stalking are licensed counselors in the CCSU Student Wellness Services. That following data was provided by the CCSU Student Wellness Services as an estimate of confidential disclosures throughout 2018:

- Sexual assault: 26
- Intimate Partner Violence: 5
- Stalking: 0

It is important to note that these confidential disclosures could potentially also be included in the Total Reported Incidents of Sexual Violence. Some students may disclose to a confidential counselor and also make a report or disclosure to a non-confidential employee at the university.



SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA

CSCU INSTITUTION: Central Connecticut State University
REPORTING OFFICE/DEPARTMENT: Office of Diversity & Equity
INSTITUTION CONTACT:
YEAR: 2018

Incidents of Sexual Assault, Stalking and IPV Reported to CSCU in 2018					
Type of Incident	Number of Incidents Reported	Incident Reported to Have Occurred in 2018	Respondent Identified as Connected to the Reporting Institution	Respondent Identified as Connected to CSCU Institution	Confidential or Anonymous Reports
Sexual Assault	31	13	11	0	26
Stalking	16	12	9	0	0
Intimate Partner Violence (IPV)	10	10	1	0	5

Disciplinary Cases Resulting from Investigations of Sexual Assault, Stalking and Intimate Partner Violence – Where respondent is CCSU STUDENT							
Type of Incident	Number of Investigations	Finding of No Violation or Not Responsible	Finding of Responsible & Expulsion	Finding of Responsible & Suspension	Finding of Responsible & Probation/Warning	Number of Findings Appealed	Appeal Outcome
Sexual Assault	8	3	1	4	0	3	3 decision upheld
Stalking	7	7	0	0	0	0	N/A
Intimate Partner Violence (IPV)	0	N/A	N/A	N/A	N/A	N/A	N/A

(2) "Use of force" means: (A) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim.

(b) No spouse or cohabitor shall compel the other spouse or cohabitor to engage in sexual intercourse by the use of force against such other spouse or cohabitor, or by the threat of the use of force against such other spouse or cohabitor which reasonably causes such other spouse or cohabitor to fear physical injury.

(c) Any person who violates any provision of this section shall be guilty of a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court.

STALKING

Sec. 53a-181c. *Stalking in the first degree: Class D felony.* (a) A person is guilty of stalking in the first degree when such person commits stalking in the second degree as provided in section 53a-181d and (1) such person has previously been convicted of a violation of section 53a-181d, or (2) such conduct violates a court order in effect at the time of the offense, or (3) the other person is under sixteen years of age.

(b) Stalking in the first degree is a class D felony.

Sec. 53a-181d. *Stalking in the second degree: Class A misdemeanor.* (a) For the purposes of this section, "course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly or through a third party, by any action, method, device or means, (1) follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or (2) interferes with a person's property.

(b) A person is guilty of stalking in the second degree when:

(1) Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or

(2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of constitutionally protected activity.

(c) Stalking in the second degree is a class A misdemeanor.

Sec. 53a-181e. *Stalking in the third degree: Class B misdemeanor.* (a) A person is guilty of stalking in the third degree when he recklessly causes another person to reasonably fear for his physical safety by willfully and repeatedly following or lying in wait for such other person.

(b) Stalking in the third degree is a class B misdemeanor.

PROGRAMMING:



Central Connecticut State University

Nondiscrimination & Anti-Harassment Policies, Complaint Procedures and On-campus and Community Resources

Office of Equity & Inclusion

1615 Stanley Street
Davidson Hall, 119
New Britain, CT 06050

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Resources and Options

For survivors of sexual assault, intimate partner violence and stalking.

Office of Victim Advocacy you are not alone

Written Notification

You have options. If you or someone you know has experienced interpersonal violence, please know that there are people at CCSU and in the local community who are here to help. We can answer your questions about where to start.

CCSU has a professional advocate dedicated to assisting survivors/victims.

CCSU's Office of Victim Advocacy
860-832-3795
Carroll Hall, Room 248
M-F, 9 AM - 5 PM from mid-August thru mid-June
We are here to assist and support you.

Remember,
no matter what,
this was
not your fault.

Medical and Emotional Care

- You may need basic medical treatment for current injuries or those injuries that you are not aware of at this time. Call 911 for immediate assistance.
- Contact the CCSU Student Wellness Services (SWS) for on-campus evaluation and advice at 860-832-1925. For more information go to www.ccsu.edu/healthservices.
- For off-campus evaluation, advice and the collection of medical evidence go to the Hospital of Central Connecticut at 100 Grand St., New Britain or call 860-224-5011.
- Please seek emotional support. It is important not to neglect your emotions. This may mean reaching out to a trusted friend, family member or a confidential professional counselor. The CCSU SWS, Counseling Services is the only on-campus confidential resource. There are options for confidential counseling both on- and off-campus.

SWS, Counseling Services YWCA
CCSU Sexual Assault Crisis Services
Marcus White Hall, Room 205 22 Glen St. New Britain CT
860-832-1945 860-223-1787 (24/7)
ywcaneubritain.org/sacs/
Free. Confidential.

Prudence Crandall Center
(for Domestic Violence)
888-774-2900 (24/7)
prudencecrandall.org/
Free. Confidential.



CCSU is an Equal Opportunity Educator and Employer

Investigatory Report

Report Date	November 5, 2014
Report Prepared by:	Chief Diversity Officer Associate in Diversity and Equity
Nature of Investigation:	
Complainant:	
Subjects of Investigation:	

Introduction

Chief Diversity Officer and , Associate in Diversity and Equity conducted an investigation to examine alleged violations of CCSU's Nondiscrimination in Education and Employment Policy based on [insert Protected Class Basis Here] status brought forward by [complainant first and last name], [insert Complainant title and area of work or study].

[Complainant last name] has alleged [gender pronoun] was subjected to [alleged actions] based on her [protected class bases] by [respondent 1 prefix, first, last, last name], [title and location], [respondent 2 prefix, first, last name], [title and location], [respondent 3 prefix, first, last name], [title and location]. [insert brief case description]

The ODE conducted [insert # of people interviewed] in-person interviews of the complainant, respondent and witnesses.

Summary of Complaint and Complainant Interview

1. [Name of Complainant] [Interviewed on [insert interview date] by [insert investigator(s) last names]]

[complainant first and last name] [insert brief summary of complainant's history with CCSU] Her complaint stated:

[insert complete statement or complaint summary (if exists)]

Summary of Respondent Interview

1. [Name of respondent 1] [Interviewed on [insert interview date] by [insert investigator(s) last names]]

[insert respondent interview summary]

2. [Name of respondent 1] [Interviewed on [insert interview date] by [insert investigator(s) last names]]

[insert respondent interview summary]

3. [Name of respondent 1] [Interviewed on [insert interview date] by [insert investigator(s) last names]]

[insert respondent interview summary]

Witnesses

The investigator interviewed [insert # of Witnesses Interviewed] witnesses. The investigators explained the provision of the policy related to retaliations to all witnesses. All witnesses indicated that their statements were truthful, complete and accurate.

1. [First and Last name of witness 1] [Interviewed on [insert interview date] by [insert investigator last name(s)]]
2. [First and Last name of witness 2] [Interviewed on [insert interview date] by [insert investigator last name(s)]]
3. [First and Last name of witness 3] [Interviewed on [insert interview date] by [insert investigator last name(s)]]
4. [First and Last name of witness 4] [Interviewed on [insert interview date] by [insert investigator last name(s)]]
5. [First and Last name of witness 5] [Interviewed on [insert interview date] by [insert investigator last name(s)]]

Other Evidence Gathered

- [insert description of other evidence gathered]

Findings

Findings Regarding Issue 1.

Basis for Finding:

Findings Regarding Issue 2.

Basis for Finding:

Findings Regarding Issue 3.

Basis for Finding:

Findings Regarding Issue 4.

Basis for Finding:

Other Issues

Recommendations

Conclusion

The investigation in this case is completed and is marked as closed.

This report will be provided to [insert person(s) first and last name and title receiving copy of complaint report] to determine appropriate administrative action. All original statements and other documentary

Other: [redacted] Home/Cell Phone: [redacted]

Status: Student Faculty Staff External (Non-campus)

Specify

Name of Witness 3: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Sex: Male Female Work Phone: [redacted]

Other: [redacted] Home/Cell Phone: [redacted]

Status: Student Faculty Staff External (Non-campus)

Specify

Name of Witness 4: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Sex: Male Female Work Phone: [redacted]

Other: [redacted] Home/Cell Phone: [redacted]

Status: Student Faculty Staff External (Non-campus)

Specify

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Sex: Male Female Work Phone: [redacted]

Other: [redacted] Home/Cell Phone: [redacted]

Status: Student Faculty Staff External (Non-campus)

Specify

Name of Respondent 2: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Sex: Male Female Work Phone: [redacted]

Other: [redacted] Home/Cell Phone: [redacted]

Status: Student Faculty Staff External (Non-campus)

Name of Witness 1: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Sex: Male Female Work Phone: [redacted]

Other: [redacted] Home/Cell Phone: [redacted]

Status: Student Faculty Staff External (Non-campus)

Specify

evidence in this case will remain in the custody and control of the Office of Diversity and Equity, can be reached at 860-832-0178.

Other University Cultural Programs and Services

Center for Africa;ma Studies

The Center emphasizes the study and the cultures of African peoples both in the Continent of Africa and throughout the world. Further, the Center offers various programs including lectures, conferences, student activities etc. that create a better understanding of African peoples in the wider social, economic, and political systems.

The Center is located in the Marcus White Hall, RM 008.

Contact Information: Dr. Evelyn Phillips, Ph.D., Co-Director at PhillipsE@ccsu.edu or 860-832-2617, or Sherinatu Fatunwa-Ndibe, Co-Director at fatunwas@ccsu.edu or 860-832-2646

East Asian Center

The East Asian Center is devoted to serving the interests and needs of Asian and Asian American students and helping to create a supportive environment for living and studying. In this regard, EAC provides a range of support services, advising and mentoring services, as well as cultural, social and co-curricular programs. <http://www.ccsu.edu/eastasiancenter>

The Center is located in Barnard Hall, RM 209.

Contact Information: Dr. Helen Abadiano, Director at 860-832-2180 or EAC@ccsu.edu. She is available to address academic or personal concerns.

Did you

In the U.S. in 2010, Chinese-Americans, except Taiwanese (3.8 M) were the largest Asian group, followed by Filipinos (3.4 M), Asian Indians (3.2 M), Vietnamese (1.7 M), Koreans (1.7 M) and Japanese (1.3 M).

Source: U.S. Census Bureau, 2010 Census

Latin American, Latino and Caribbean Center

The Center for Caribbean and Latin American Studies promotes the understanding and appreciation of the historical, social and cultural lives of Latin American and Caribbean societies, and of Latino in the U.S. through education, community events, study abroad, international exchange, community outreach and research. Because of the importance of the Latino community as one of the largest minority groups in the U.S., the Center as part of the University's mission of fostering diversity and global awareness plays an important role in providing educational opportunities to Latino students and promoting Latino cultures. The Center organizes educational and cultural activities that aim to increase the recruitment and retention of Latino students.

The Center is located in Carroll Hall.

Contact Information: Dr. Jose Carlos del Arna, Ph.D., Director at 860-832-3211 or delarnai@ccs-ll.edu.

Did you know?

National origin discrimination includes discrimination because a person (or his or her ancestors) comes from a particular place. The place is usually a country or a former country, for example, Colombia or Serbia. In some cases, the place has never been a country, but is closely associated with a group of people who share a common language, culture, ancestry, and/or other similar social characteristics, for example, Kurdistan.

Source: <http://www.eeoc.gov/policy/docs/national-origin.html#11>

State law requires that all employees participate in diversity training and that all those employees with supervisory responsibility participate in the sexual harassment prevention training. Based on state law, the university requires that all employees complete Title IX training on an annual basis. Contact the ODE for the training opportunities.

ADA Accommodations

Employees: The Office of Diversity and Equity handles employees' requests for reasonable accommodations.

Contact Information: Rosa Rodriguez, Chief Diversity Officer/Title IX Coordinator at 860-832-1652 or at rosa.rodriguez@ccsu.edu

Students: Requests for reasonable accommodations from students are handled by the Office of Student Disability Services. The office is located in Carroll Hall.

Contact Information: Office of Student Disability Services at 860-832-1952

Women's

The Ruthe Boyea Women's Center provides resources, to advocate, inform, and support personal development. The Center offers a variety of services for and about women. It also sponsors educational and cultural programs designed to promote gender equity, knowledge of women's rights issues, leadership and independence, and encourages understanding and cooperation among women of varied socio-economic groups, cultures, ethnic backgrounds, races and sexual orientations. The Women's Center welcomes all women and men.

The Center is located in the Student Center, RM 215.

Contact Information: Jacqueline Cobbina-Boivin, Women Center Coordinator at 860-832-1655 or cobbina-boivin@ccsu.edu.

Victim Advocacy

The Office of Victim Advocacy provides services to assist and support individuals affiliated with CCSU who have been impacted by sexual assault, relationship violence, and/or stalking.

The office is located in Carroll Hall, RM 248 and is staffed by a professional staff member.

Office Hours:

Monday-Friday, 9AM to 5PM (other times available by appointment)

Contact Information: Victim Advocacy and Violence Prevention Specialist at 860-832-3795.



**1 in 5
will be sexually
assaulted.**

The "1 in 5" statistic is based on data from the National Institute of Justice, 2007.

**We're working
together to change
this statistic.**

2018 ANNUAL CAMPUS SECURITY & FIRE REPORT

Clery Report
 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
 Including Statistics for 2016 to 2018



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
 2016-2018

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Crimes, Emergencies and Evacuation

This section includes:

- Reporting Crimes and Emergencies
- Confidential and Voluntary Reporting
- LiveSafe—Reporting
- Emergency Notification System & Timely Warnings
- Evacuation Procedures



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Other Campus Security Authorities (CSA)

You may also report crimes to individuals who are not members of the Police Department or the Office of Equity and Inclusion. Other CSA's may include RAs, athletic coaches, Title IX coordinators, or an ombudsman.

LiveSafe—Crime Reporting

LiveSafe is a mobile safety communications platform, which provides users the tool to do something right from their mobile phone. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged texts, calls, photos and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools.

LiveSafe puts a mobile security system in the hands of everyone, deputizing faculty, staff and students so they can feel involved and empowered to do something when they see something. Users can send texts, photos, videos and precise location information to report incidents ranging from routine maintenance needs, to suspicious activity and/or to safety threats. LiveSafe's cloud-based command dashboard receives tips in real time and allows security officials to respond via secure live chat. It is the **"Do Something"** for **"See something, Say something"**

CCSU Emergency Notification System & Timely Warnings

Timely Warnings for Crimes

In the event that a crime (listed in the Clery Act) or a series of crimes constituting a serious or continuing threat to the campus community, a campus wide "timely warning" will be issued. This is a decision made by the Chief of Police. Depending upon the situation, the CCSU Police will work with the Office of Marketing and Communications on distribution through campus email, LiveSafe or other means, (e.g., postings, direct distribution of flyers, the campus' student newspaper, and campus websites). CCSU may also use its CCSU ALERT system if warranted.

CCSU Emergency Notification Systems

CCSU has an Emergency Notification System (CCSU ALERT) that focuses on emergency notifications in concert with a public safety response to avert threats and minimize the potential consequences of campus emergencies. Emergency notifications are sent to the entire campus community.

What to Expect

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CCSU Police will activate (unless doing so will compromise efforts to contain the emergency):

- External loudspeakers, tones and voice messages (Whelan System)
- SMS Text/Voice messaging system (Everbridge System—all employees and students are enrolled)
- Computer alert system
- Messages directly through the LiveSafe app or an SMS text, push notification or email.

What Should You Do and Why?

- Evacuate the building in case of a fire alarm or other specific instructions to do so.
- Otherwise seek shelter immediately in the nearest building away from doors and windows.
- Secure your area, lock doors and windows, close blinds, prevent suspect from accessing victims.
- Only call 911 if you or others are in danger (Calling 911 for information prevents the receipt of emergency calls.)
- Do three things: remain calm, do not take unnecessary risks, follow instructions.

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Reporting Crimes and Emergencies

Crimes in progress and other emergencies should be reported by dialing 911 from any phone. Whenever possible, the actual victim or witness of the crime should call directly. First hand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information.

Emergency phones, known as "Code Blue Telephones," are strategically located across the campus and are connected directly to the police dispatch center on campus. A call to the police also activates the blue strobe light at many of these telephones.

The CCSU PD Communications Center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls from the Code Blue phones, campus business lines and 911 calls relayed from the City of New Britain Public Safety Answering Point. Upon receiving calls for service, dispatchers assign the appropriate police officers, firefighters, or emergency medical staff to respond.

**SEE SOMETHING
SAY SOMETHING**

When calling 911 or the CCSU PD to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect carried, where and when the suspect was last seen, description of the suspect (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scar) and any other relevant information. In addition to the importance of accurate and prompt reporting of all crimes, timely information assists in developing information and warnings for the campus.

Calling for Other Police Assistance

For non-emergency assistance, please call the CCSU PD at 860-832-2375. The University Police Department is located at 1500 East Street in New Britain, CT and is open 24 hours a day. The administrative services portion of the department is open from 8 a.m. to 4 p.m., Monday through Friday.

Voluntary and Confidential Reporting of Crimes

Except as noted below, the University does not have a reporting system for annual crime statistics that is both voluntary and confidential. Victims or witnesses to a crime are encouraged to report what they know about a crime to the police. The CCSU Police welcome all such information and, under some circumstances, will safeguard confidentiality. However, neither the police nor the University can guarantee confidentiality in all instances, particularly where the information pertains to an offense or an alleged offender that may affect the safety of others on campus. Indeed, in such cases a University employee (except a medical practitioner or professional counselor) may be required to divulge information to the police or others on a need to know basis. Pastoral and professional mental health counselors are encouraged to gather information on crimes reported to them, on a voluntary and confidential basis, for inclusion in the annual security report.

Anonymous Reporting of Crimes

To report any crime anonymously, go to www.ccsu.edu/police/ and select "Anonymous Crime Report" from the left menu.

This form is for reporting crimes anonymously to both the CCSU Police Department and other University Departments as needed. The information in this form will assist in the compilation of statistical records for crimes that occur on the CCSU campus or surrounding area in compliance with federal and State laws and Board of Regents policies. A person who has been a victim of a crime may fill out this form him/herself or may ask a third party (such as a friend or a counselor) to do so. If this is an emergency, please call 911!

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Time is of the essence in an emergency and the police may not have or be able to convey very much detail about the emergency. Therefore, initial messages will merely alert you that a particular type of emergency (e.g., crime or hazardous condition) is taking place on campus. As soon as it is practical, additional information will be posted through the CCSU website or via the Everbridge system.

How are Notification Decisions Made?

When a situation is reported to CCSU Police, the department will immediately respond and investigate. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, CCSU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notifications UNLESS the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain or mitigate the emergency.

System Activation

The confirmation of a "significant emergency" and, therefore, the activation of the alert is generally the responsibility of the Chief of Police based upon the police response to an emergency and in consultation with the President and Executive Policy Council in accordance with the Emergency Response Management Plan. In other emergencies where the need for notice is less immediate, the decision to activate a CCSU ALERT will be made by senior management officials. Such alert messages may be more specific and may take advantage of other supplemental notification methods depending upon the situation. CCSU ALERT is pre-loaded with a series of emergency messages to streamline the notification process which can all be modified to address specific threats.

When it's Over

When the emergency is over the CCSU ALERT system will also be used to make that notification.

Are the Notification Systems Tested?

Yes. Both of the primary notification systems (Everbridge and Whelan) are tested at least annually. Tests as well as drills (i.e. University officials practicing their roles for a staged incident) are announced to the campus community in advance and coincide with a reminder regarding emergency response and evacuation procedures. A standard emergency message is sent at the beginning of the drill/test. Another notification is sent at the conclusion of the test/drill. The notifications are sent to the campus community via notifications on computer screens, voicemail, and text messaging. An actual emergency that results in an activation of CCSU ALERT will be considered an unannounced test of the system.

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Crime Prevention and Programs

- **Education:** The CCSU Police Department works closely with Residence Life to provide up-to-date and meaningful presentations to the resident community about crime on the CCSU campus. Upon request, CCSU police officers are available for presentations on:
 1. Campus Safety
 2. Drug/Alcohol Abuse
 3. Sexual Assault Awareness on Campus
 4. Domestic Violence
 5. DUI Laws and Enforcement
 6. K-9 Demonstration
 7. Vandalism
 8. Bicycle Safety
 9. Date Rape Drugs and Other Drugs
- **Crime Analysis:** On an ongoing basis, the Police Department monitors and analyzes reports of all crime on campus and, according to the results of that analysis, modifies patrols.
- **LiveSafe Safety Map:** Staying aware of your surroundings is one of the key steps to staying safe, regardless of where you are. The Safety Map enables you to quickly see where you are and what's around you in both familiar and new locales.
- **Safety Escorts:** Using student workers, public safety assistants or police officers, concerned students will be escorted within the campus.
- **Engraving:** The Police Department will assist students in engraving items of value.
- **Emergency Telephones:** The University has installed many well-placed emergency telephones (Blue Light Phones) on campus that automatically dial into the police dispatch center on campus.
- **Student Patrol:** Students are employed by the Police Department to provide escorts and perform building security checks.
- **ID Cards:** All full-time students, faculty and staff have been issued photo ID cards, which they are required to possess at all times and must show upon request.
- **E-CHUG (Electronic Check-Up to Go):** A required interactive web survey for incoming CCSU students that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment is self-guided, and requires no face-to-face contact time with a counselor or administrator.
- **The Sexual Violence Prevention Program (SVPP):** A required on-line program for all incoming CCSU students to complete. The interactive program provides information on healthy versus unhealthy relationships, consent, different forms of sexual violence, strategies for identifying and interrupting sexual violence, and how to help victims/survivors.

Security of and Access to Campus Facilities

- **Facilities Upkeep:** Facilities and grounds are maintained with safety in mind. The Facilities Management Department inspects campus facilities regularly, promptly make repairs affecting safety and security and responds to reports of potential safety and security hazards such as broken windows and locks. The grounds crew of the Facilities Management Department regularly monitors and responds to problems in landscaped areas of campus that may cause a safety hazard, for example shrubbery that impedes lighting.
- **Locked Residence Halls:** Residence halls are locked 24 hours a day, seven days a week. Students gain entry to the residence halls by a card access system that closely monitors access of all people in these areas.
- **Residence Hall Staff:** Each residence hall has a full-time, live-in Director with Residence Assistants on each floor.
- **Access Control and Security Cameras:** The University has invested significantly in the technology necessary to implement electronic access control and closed-circuit television cameras.

Student Responsibilities and Crime Prevention

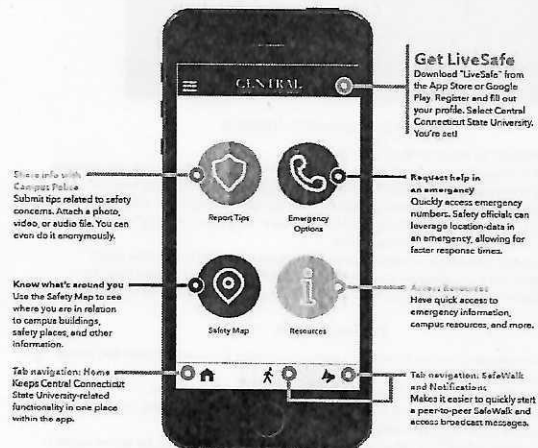
The cooperation and involvement of students in a campus safety program is absolutely necessary. The potential for problems is reduced when students follow sound safety-oriented practices. The residence halls will quickly feel like home—but you have to remember that you are not home. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple commonsense precautions. Look out for one another and behave as good citizens. Below are some helpful hints to help you reduce the chance of becoming a crime victim.

Remember, you are part of the "security system" at CCSU. If you do not engage in safe practices, you place yourself and others at great risk.

- Lock your door when you leave and take your keys with you, no matter how long you will be gone. It only takes a few seconds to be "tipped off."
- Lock your door when you and/or your roommate are sleeping.
- Do not leave notes on your door telling the world that no one is in or when you will return. It's an open invitation for theft.
- Keep wallets, purses, checkbooks and jewelry out of sight and locked up if possible. Do not keep large sums of money on hand and routinely check your checkbook to see if any checks are missing.
- Keep a record of all your valuable items, noting description, serial number and approximate value of the items. In some cases you should consider taking pictures of them. These records should be kept in a secure location. Also, keep a copy with your parents.
- Check with your parents' insurance company to see if your property is covered under their homeowner's policy while you're living at school.
- Do not loan your room keys or access control card to anyone.
- Do not attach your keys to your University ID; it's another invitation for theft.
- Do not allow strangers into your room.
- Only allow responsible visitors to your residence halls. You are responsible for their behavior.
- Register your residence hall guests.
- Do not open your door unless you know who is on the other side, especially at night.
- Do not allow door-to-door salespeople to enter the residence hall or your room. CCSU policy prohibits soliciting in any building without prior written approval from the University.
- Do not leave valuables, particularly electronic devices such as a cellphone, in your vehicles.
- Lock your car!
- Do not prop doors open.
- Use only the authorized exits, except in an emergency.
- Do not use your identity to allow a stranger into the residence halls.
- Report any suspicious person or activity to the University Police, (860) 832-2375.

LiveSafe—Crime Prevention

LiveSafe application can be used from the user's cell phone as a means to improve safety and prevention efforts. For instance, faculty, staff and students can utilize the SafeWalk option. Utilizing GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based off initial location and intended destination, hands-free smart alerts are sent to both parties if the user doesn't arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived or has summoned for help. Additionally, the Safety Map option can help navigate unknown areas by highlighting key locations, customized to the university. It also can be used to alert travelers to potentially dangerous areas.



Student Conduct

- Students have the same responsibility to obey the law, on and off campus, as any other citizen.
- Misconduct by anyone may violate either University policy or the law, or both.
- Misconduct that is ONLY a violation of University policy may subject one to campus disciplinary processes, e.g., the Student Code of Conduct.
- Misconduct that is a violation of the law may subject one to arrest and prosecution, AND if the law violation is ALSO a violation of University policy, the University may take administrative action as well.

Drugs and Alcohol

The University has a strong commitment, not only to a safe campus, but also to an environment that supports the development of healthy lifestyles. CCSU regards the abuse of drugs and alcohol as inappropriate behaviors that are inconsistent with the goals of the University. In support of this view the University has promulgated restrictive policies regarding the possession and use of drugs or alcohol on campus. Education and counseling programs support these policies. The policy statements related to alcohol and other drug abuse may be found in the Student Handbook. In addition to possible violations of University policy, the CCSU Police, as well as other municipal, state or federal agencies will enforce the laws pertaining to alcohol and drugs including statutes relating to underage drinking.

NOTE: Both the New Britain Police Department and the CCSU Police Department have stepped up enforcement measures related to complaints of alcohol abuse and/or loud parties in the neighborhood surrounding the campus. Underage drinking is illegal.

Alcohol and Drug Education

Please see the Student Handbook section related to this topic at: Student Wellness Services, Office of Wellness Education. The Student Handbook can be accessed by clicking on the link: [Student Handbook](#)

Weapons

The possession or use of firearms, fireworks, dangerous weapons or unauthorized chemicals is strictly prohibited and in many cases also violates state or federal law.

Monitoring of Off-Campus Student Organizations

CCSU does not recognize any off-campus student organizations including any with off-campus housing facilities. Therefore, CCSU has no policy regarding the monitoring and recording of such facilities through the local police.



Rights

Victim Rights: As a victim of sexual violence you have the right to:

- Notify law enforcement of such assault or violence.
- Receive assistance from campus authorities in making any such notification.
- Obtain a "protective order" and/or apply for a temporary "restraining order" through the court or seek enforcement of an existing protective or restraining order.
- Seek changes in academic, living, campus transportation or working conditions in response to your victimization. Options will be considered on a case-by-case basis, if so requested by the victim.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police or to pursue criminal charges.

Immediately following a crime, victims have rights, including the right to:

- Help in obtaining emergency care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after the arrest. Contact the clerk of the court to check on status, court date and location.
- Timely disposition of the case after the arrest of an accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to the Office of Victim Services for crime-related financial assistance.
- Return of property that the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police or to pursue criminal charges.

Sanctions

University Sexual Assault Protocols unequivocally state that sexual assault is a crime, as well as a violation of the Student Code of Conduct and/or other University policies.

Sexual assault offenders, in addition to arrest and the full processes of the criminal justice system, may also be subject to the campus disciplinary system (students or staff). For example:

- If the person who assaulted you is a student, you may seek disciplinary action against this person through the Office of Student Conduct.
- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office of Equity and Inclusion.

You may take these actions in conjunction with, or independently of, a criminal prosecution. The University Police will assist you in this process as well. With respect to student offenders, procedures and penalties are enumerated on the following pages, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the accused and the accuser to have others present during the hearing and to ensure that both are informed of the outcome of the proceeding including any sanctions that are imposed.

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BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy

Central Connecticut State University Statement

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the BOR policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

CCSU is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in CCSU's Violence Free Campus Policy, members of the University community have the right to a safe and welcoming campus environment. Acts of sexual misconduct and intimate partner violence threaten personal safety and violate the standards of conduct expected of community members.

Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Central Connecticut State University, as well as anyone present at CCSU-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

Students: "Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the University community or to the property of the University."¹

Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CCSU/university policies, and state regulations.

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 any supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and open 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

¹CCSU Student Code of Conduct, Part B

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report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. 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, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never 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 affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

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

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- 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 any one'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 the level of sexual exploitation include:

- Prostituting 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 images 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-38f 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 cohabitating 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 threat.

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1. The Connecticut Commission on Human Rights & Opportunities (AII)

Capitol Region and Central Office
450 Columbus Boulevard, Suite 2
Hartford, CT 06103
Tel: (860) 566-7710

Eastern Regional Office
100 Broadway
Norwich, CT 06360
Tel: (860) 886-5703

Southwest Regional Office
350 Fairfield Avenue
Bridgeport, CT 06604
(203) 579-6246

West Central Regional Office
Rowland Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
(203) 805-6330

Complaints should be filed with the Commission on Human Rights and Opportunities no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunities Commission (Employees)

John F. Kennedy Federal Building
475 Government Center,
Boston, MA 02203
(800) 669-4000

Complaints should be filed with the Equal Employment Opportunities Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

3. State of Connecticut: Employee Grievance Procedure

Contact Human Resources Office or union representatives for Grievance forms and/or procedures.

4. U.S. Department of Education, Office for Civil Rights (Students)

Boston Office
Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-0111
Tel: (617) 235-0111
Email: OCR.Boston@ed.gov

Central Connecticut State University

Procedures and Timetables for Processing of Discrimination, Harassment Intimate Partner Violence and Sexual Misconduct Complaints

In accordance with Section 46a-68-46 of the Affirmative Action Regulations of Connecticut State Agencies, the following procedures provide an internal process for the handling of complaints involving claims of discrimination or harassment, including sexual misconduct/violence.

This procedure is designed to further implement the Nondiscrimination in Education and Employment and BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes policies by providing a process through which individuals alleging violation of these policies may pursue a complaint. This includes allegations of retaliation, discrimination, harassment based on age, ancestry, color, disability, gender identity or expression, genetics, national origin, marital status, race, sex (including pregnancy, transgender status, sexual harassment and misconduct), religious creed, veteran status, sexual orientation, prior criminal conviction and any other status protected by federal or state laws.

When responding to an internal complaint, disclosure of information relating to the internal complaint and the identity of the complainant will be handled with appropriate sensitivity and in accordance with applicable laws.

A. Process for Filing Internal Complaints of Alleged Discrimination or Sexual Harassment and Misconduct

1. Who may file:

Any employee, applicant for employment, student, applicant for admission or any other person, including visitors.

2. When to file:

To provide adequate opportunity for a prompt investigation, complainants are encouraged to file as soon as possible but, except in cases involving sexual misconduct, must file no later than ninety (90) calendar days following the complainant's first knowledge of the alleged discriminatory act.

For cases involving allegations of sexual misconduct, there is no time limit for the filing of complaints. In extenuating circumstances, the Chief Diversity Officer has the discretion to waive the deadline for the filing of complaints involving matters other than sexual misconduct. Once filed, the internal complaint must be resolved within ninety (90) calendar days unless the complainant consents to extend this time period.

3. Where to File:

The Office of Diversity and Equity handles internal complaints alleging violations of the Nondiscrimination Opportunity in Education and Employment and/or the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes policies. The Chief Diversity Officer (CDO) or his/her designee reviews and, if necessary, conducts an investigation into each complaint that, if proven, would constitute a violation of CCSU policies. Complaints against students are file with the Office of Student Conduct.

All complaints

Dr. Nancy "Rusty" Barceló, Interim Vice President for Diversity, Inclusion and Equity
Office of Diversity and Equity
Davidson Hall, Rm. 119
860-832-0178
barcelo.n@ccsu.edu

Complaints against Students

Stephanie Reis, Director
Office of Student Conduct
Willard DiLoreto, Rm. W-105
860-832-1667
sreis@ccsu.edu

The Diversity Associate, Pamela Whitley, serves as the Title IX officer. Complaints against students may be referred to the Office of Student Conduct.

Reports against the President, Chief Diversity Officer or Office of Diversity and Equity Employees

If a discrimination complaint is made against the President, Vice President for Diversity, Inclusion and Equity or an Office of Diversity and Equity employee alleging that these employees directly or personally engaged in discriminatory conduct, the complaint shall be referred to the Commission on Human Rights and Opportunities (CHRO) for review and, if appropriate, investigation by the Department of Administrative Services, except if any such complaint has been filed with the Equal Employment Opportunity Commission or the Commission on Human Rights and Opportunities, the CHRO or Department of Administrative Services may rely upon the process of the applicable commission in lieu of such investigation.

4. Process for filing complaints

At the time an individual makes his/her complaint, the Vice President for Diversity, Inclusion and Equity or designee will provide the individual with the University's respective policies on CCSU Nondiscrimination in Education and Employment Policy and/or the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes Policy and the procedures and timetables for processing internal complaints.

No Basis to Proceed.

At any point during the processing of the complaint, the Vice President for Diversity, Inclusion and Equity or designee may determine that there is no basis to proceed under the Nondiscrimination in Education and Employment Policy, BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy. The Vice President for Diversity, Inclusion and Equity or designee shall refer the complaint as appropriate. The Vice President for Diversity, Inclusion and Equity or designee shall notify the complainant and, if necessary, the respondent of the outcome as appropriate, in accordance with applicable state and federal laws.

Investigatory Process.

The Office of Diversity and Equity shall provide the respondent with a written summary of the complaint, including a description of the alleged discriminatory acts, within ten (10) business days of the filing of the complaint. If the complaint is in writing, the Office of Diversity and Equity shall provide the respondent with a copy of the written complaint or summary of the complaint. Disclosure of information shall be in accordance with applicable state and federal laws.

The Vice President for Diversity, Inclusion and Equity or designee shall weigh all evidence pertaining to the internal complaint, make findings of fact, recommendations, and, with the consent of the parties and appropriate executive officer, propose settlements to the University President. Without investigation, the Vice President for Diversity, Inclusion and Equity or designee may also mediate issues between parties where the allegations, if proven, would not constitute a violation of CCSU policies.

The complainant and the respondent (person accused) will be allowed to have one non-participating support person present for the interview(s). For represented employees, this support person could be a union representative; however, if the support person is not a union representative, the employee who is the respondent will be asked to sign a union waiver. For more information, see the Right to Union Representation section.

Timeline

Internal complaints shall be investigated and resolved within ninety (90) calendar days of the receipt of the complaint, including the written notification to the complainant(s) and respondent(s) regarding the results of the investigation. Whenever possible, complaints should be resolved in accordance with relevant University policies at the supervisory, Dean or Director's level with the concurrence of the Vice President for Diversity, Inclusion and Equity.

Right to Union Representation.

In accordance with federal law and applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting. Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel policy or law.

Determination.

Upon the conclusion of its investigation, the Vice President for Diversity, Inclusion and Equity or designee will determine whether or not discrimination or harassment in violation of CCSU policy occurred. A preponderance of the evidence standard is used to make this determination. A copy of the investigatory report will be provided to the University President.

1. Unsupportable Complaints. If the Vice President for Diversity, Inclusion and Equity or designee determines that the evidence is insufficient to support the allegation, he or she shall dismiss the complaint.
2. Supportable Complaints. If the Vice President for Diversity, Inclusion and Equity concludes that the allegations are supported by the evidence, he or she will report his or her findings and recommendations to the appropriate administrator.

5. Disciplinary Action

If the Vice President for Diversity, Inclusion and Equity or designee believes that disciplinary action against the respondent may be warranted at this or a subsequent stage, a recommendation will be made to the Chief Human Resource Office (for employees) or the Office of Student Conduct (for students).

B. Process for Filing an Appeal

Within fifteen (15) calendar days of the issuance of the Vice President for Diversity, Inclusion and Equity's determination, the complainant or respondent may file an appeal of the determination. The appeal and all supporting documentation shall be submitted in writing to the University President, with copies to the Vice President for Diversity, Inclusion and Equity and other parties to the complaint.

The President or designee shall review the investigation and determine whether to affirm or modify the decision. The President or designee may receive additional information if the President or designee believes such information would aid in the consideration of the appeal.

If an appeal of the Vice President for Diversity, Inclusion and Equity's determination is filed, the University President or designee shall conduct a review of said appeal and issue a written decision within thirty (30) calendar days of the appeal. The University President shall notify all parties in writing of his/her decision.

AAUP members have the option of appealing the decision using a review panel as outlined in the AAUP Complaint Procedure.

regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

6. Hearing Procedures:

Notice of Hearing: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

Hearing: Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

In any hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

- 1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
- 2) present evidence and witnesses on their behalf;
- 3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the

University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

- d. **Opportunity to Present a Defense:** The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.
- e. **Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense:** The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.
- f. **Non-Appearance of Accused Student at Disciplinary Hearing:** If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of "not responsible" on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.
- g. **Advisors and Support Persons:** The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.
- h. **Presentation of Evidence:** Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.
- i. **Evidence of Prior Convictions or Disciplinary Actions:** Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.
- j. **Accommodation of Witnesses:** The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophones, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.
- k. **Written Notice of Decision:** The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of "responsible" or "not responsible," and the

sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the Accused Student, normally within one (1) business day after the conclusion of the Hearing.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

7. **Review:** An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student's receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.

a. **Grounds for Review:** The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.

b. **Review Procedures:** In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon all involved.

c. **Status of Student Pending Review:** All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

Hearing procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceedings; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent" in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.
4. 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;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

Contact Information					
FOR ALL EMERGENCIES – DIAL 9-1-1					
Bargaining Office	Location	Availability	Type of Communication	Services Provided	
	On or Off Campus	24/7 (Around the Clock)	Normal Business Hours Only		
CCSU Police	On	X		Responsible Employee	Special confidentiality rules apply regarding sexual assaults.
CCSU Faculty and other Officials	On		X	Responsible Employee	All will attempt to assist victims to the best of their ability.
CCSU Office of Victim Advocacy	On		X	Responsible Employee	Advocacy aid support for students and employees 860-832-3795
CCSU Student Wellness Services/Counseling	On		X	Privileged	Licensed counselors available for students. 860-832-1945
CCSU Student Wellness Services/Health	On		X	Privileged	Medical assistance and referrals for students. 860-832-1925
CCSU Women's Center	On		X	Responsible Employee	Support, counseling and advocacy for victims. 860-832-1655
Clergy	Both	Varies		Privileged	Discussions with clergy are protected whether or not the clergy are affiliated with CCSU, e.g., through the Campus Ministry (a student organization).
Connecticut Alliance to End Sexual Violence	Off	X		Privileged	Statewide organization overseeing local sexual assault crisis agencies. Statewide 24-hour toll-free Helpline 1-888-999-5545 (English) or 1-888-568-8332 (Spanish)
Connecticut Coalition Against Domestic Violence	Off	X		Privileged	Statewide organization overseeing local domestic violence crisis agencies. Statewide 24-hour toll-free Helpline 1-888-774-2900 (English) 1-844-831-9200 (Spanish).
Diversity & Equity Office	On		X	Responsible Employee	To conduct investigations regarding sexual harassment, excluding sexual assault. 860-832-1632
Hospital of Central Connecticut	Off	X		Privileged	Emergency care, including sexual trauma care. 860-224-5671
Human Resources	On		X	Responsible Employee	Conducts investigations into violations of this policy by employees and make recommendations for appropriate administrative action. 860-832-1760
New Britain Police Department	Off	X		Responsible Employee	Special confidentiality rules apply regarding sexual assaults.
Office of Victim Advocate	Off		X	Privileged	Information, advocacy, counseling referral, notification, & victim compensation. 1-800-822-8428
Prudence Crandall Center	Off	X		Privileged	Emergency shelter, counseling, court-based services, transitional & permanent supportive housing, children's services. 860-725-8187
Residence Life Staff	On	X		Responsible Employee	Will contact the police and assist victims at residence halls.
Student Conduct Officer	On		X	Responsible Employee	Conducts investigations into violations of this policy regarding students and pursues disciplinary action against students who have violated this policy. 860-832-1667
YWCA Sexual Assault Crisis Service	Both	X		Privileged	Licensed Support and Advocacy Services for Victims of Sexual Assault - Statewide 24 hour toll free Helpline 1-888-999-5545 English 1-888-568-8332 Spanish

Disciplinary Policies

Subsequent to an investigation by either the Office of Diversity and Equity and/or the University Police Department, the Human Resources Department conducts an administrative investigation if an employee has been alleged to have violated the BOR/CCSU Sexual Misconduct Reporting, Support Services and Processes Policy. The discipline administered is dependent on numerous factors with a just cause standard needing to be met first. Prior to discipline being administered, the severity of the misconduct, the employee's prior service record and a review of prior similar acts by other employees and the outcome of those cases must be considered. The actual discipline process varies and is detailed in the individual collective bargaining agreements. Excerpts from each bargaining agreement follows.

CSU-AAUP Collective Bargaining Agreement 2016-2021

ARTICLE 16
REPRIMAND, SUSPENSION AND TERMINATION

16.1 Discipline shall be defined as reprimand, suspension, or termination. No member shall be disciplined except for adequate cause. The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of American citizens.

16.2 This article does not cover the retrenchment of a tenured member or a non-tenured member prior to the end of a specified term (Article 17). This article does not cover a member whose employment has ended following the completion of a special or final appointment or a decision not to renew a probationary appointment.

16.3 Action under this article may be effected by the President for (1) "adequate cause", including "falsification of credentials" or (2) "abandonment" as defined herein. The burden of proof to sustain an action rests with the university and shall be satisfied only by clear and convincing evidence in the record as a whole.

16.3.1 Adequate Cause

"Adequate cause" means behavior demonstrating unfitness of the affected member to discharge professional responsibilities.

16.3.2 Falsification of Credentials

"Falsification of Credentials" means knowingly providing false information as a basis for employment, promotion or tenure.

16.3.3 Abandonment

"Abandonment" means absence from scheduled duties for a period of two (2) consecutive weeks without informing the University.

16.3.4 Notice

"Notice" means written communication to the member. When notice is furnished to a member, it shall be provided to AAUP.

16.3.5 Mediation Committee

"Mediation Committee" is a committee consisting of three (3) members and three (3) alternates selected from the mem-

bers of the particular university by procedures developed by the Senate and approved by the President.

16.3.6 Termination Hearing Committee

"Termination Hearing Committee" is a committee consisting of five (5) members elected by the members of the particular university based upon procedures developed by the Senate and approved by the President.

16.4 In cases of abandonment, if the member cannot be located and has failed to contact the University, the member shall be suspended without pay, pending contact for a period of three (3) months and shall be terminated at the end of that time if all efforts for contact have failed. Such efforts shall include telephone calls to the last known number, letters posted by certified mail, return receipt requested, and attempts to contact known relatives. Termination of employment under these circumstances shall be construed as resignation. If the member is located within three (3) months from date of suspension, the President shall evaluate the situation and shall reinstate the member or refer the matter to the discipline process.

16.5 If, after a preliminary investigation, the Administration believes that the conduct of a member may justify imposition of discipline, the Administration shall promptly inform the member and shall investigate the circumstances surrounding the matter. At this or any subsequent stage the affected member shall have the right to representation.

16.5.1 If a member refuses to participate at any stage of the disciplinary process, the procedures shall go forward based on such evidence and testimony as are available.

16.5.2 If an appropriate investigation indicates a member may be a danger to persons or property, the Administration may immediately suspend the member without pay. In extreme cases when a member has been arrested and incarcerated, the Administration may suspend the member without pay for the duration of the incarceration. Once the incarceration ends, the member shall be immediately placed back on the payroll. The Administration may subsequently suspend the member without pay, pending disciplinary action under Article 16.6 and its subsections of this Agreement. If the Administration fails to initiate disciplinary action within thirty (30) calendar days after the incarceration ends, the member shall be paid all of his/her salary that had been withheld and he/she made whole.

The member or the CSU-AAUP Chapter at the member's university may challenge the suspension without pay under this Article through an expedited grievance filed at Step 3 (Article 15.5.3). The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6 The parties recognize that it is their mutual interests to conduct investigations in a timely manner under Article 16.5. To that end, such investigations shall normally conclude within sixty (60) calendar days. In the event that a time period greater than sixty (60) days is required, the Administration shall notify the member of the reason for the delay and the anticipated conclusion date of the investigation. Following the investigation in Article 16.5, and prior to the imposition of any discipline, the Administration shall give notice to the member of the pending charges and sanctions.

The parties further recognize that it is in their mutual interest to provide all evidence generated by the investigation. To the extent that the Administration determines that countervailing interests necessitate withholding certain evidence, the Administration shall provide the member and the CSU-AAUP with a written explanation of the reason for the failure to release such evidence. If the evidence is withheld due to legal requirements, the Administration will provide the member with the CSU-AAUP with citation to applicable legal authority. In any event the Administration shall, to the extent allowed by applicable law, provide redacted copies of any such documents. No evidence withheld from disclosure by the Admin-

istration during the investigation may be used as a basis for suspension or termination unless it is provided to the member and the CSU-AAUP prior to the issuance of a notice of intent to discipline pursuant to Article 16.6.2 or Article 16.6.3.

At this point, upon the request of the member, confidential discussions between the President or designee and the member concerning possible resolution of the matter shall occur.

If settlement is achieved at the meeting, the issue shall be deemed resolved. A statement of the terms of the mutual settlement shall become part of the member's personnel file, if the member so requests. Such settlement shall not be inconsistent with the terms of this agreement.

If no mutually satisfactory resolution is reached within three (3) weeks, either the charge shall be withdrawn, or the President shall proceed with the imposition of the sanction.

16.6.1 If the sanction is a reprimand, it shall be placed in the member's personnel file and a copy sent to the member. The reprimand shall carry the date, if any, of planned removal from the member's personnel file. A member may contest the imposition of a reprimand and the prescribed time it will remain in the member's personnel file through the grievance system. A reprimand after its expiration date, if any, shall be removed. This may be accomplished either by an appropriate administrator or upon the request of the member.

16.6.2 If the sanction involves a suspension, the Administration shall issue in writing an intent to suspend the member without pay for a stated period. The member may contest said intent to suspend through an expedited grievance filed at Step 3 (Article 15.5.3). If the member elects to file such a grievance, the member shall do so within seven (7) calendar days of notification of said intent. The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6.3 If the sanction involves termination, the Administration shall send a written statement of charges framed with reasonable particularity to the affected member, the University Mediation Committee, the BOR President or designee, and the President of CSU-AAUP. The statement of charges shall be accompanied by a notice of the affected member's right to a hearing before the University Termination Hearing Committee. This notice shall be copied to the Termination Hearing Committee.

16.6.3.1 The Mediation Committee shall assist the parties in attempting to affect a resolution. Members of the Mediation Committee who are disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative and be replaced by an alternate. The Mediation Committee shall conclude its role within two (2) weeks of notice received pursuant to 16.6.3.

16.6.3.2 The Termination Hearing Committee shall, within five (5) days of the date of notification in 16.6.3, tentatively schedule a hearing no sooner than six (6) weeks and no later than eight (8) weeks from that date of notice.

16.6.3.3 The President of the BOR or designee and the CSU-AAUP President shall, within five (5) days of the date of notification in Article 16.6.3, select a Termination Hearing Officer (see Article 16.6.4). The Hearing Officer shall be selected from a list of nine (9) which will be determined by November 1, 2016: three (3) members selected by CSU-AAUP, three (3) managers selected by the Board, and three (3) arbitrators provided by the American Arbitration Association.

The selection method shall be as follows: The President of the BOR or designee and the CSU-AAUP President shall alternately strike one name from the list, until only one name remains; a toss of a coin shall determine who strikes the first

Section Seven. To the extent practicable, the investigation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When an employee is called to appear at any time beyond his/her normal work time, and actually testifies, he/she shall be deemed to be actually working. If the employee's steward is on duty at the time of the meeting, he/she shall be released for the meeting with pay.

Eight. The grounds presently spelled out in Section 5-240 for dismissal, demotion, suspension and reprimand including the consequences of unsatisfactory service rating(s) are hereby incorporated by reference.

Section Nine. When an employee is demoted, suspended or discharged, each party shall provide to the other, upon request, copies of all written documents to be submitted in evidence at a grievance hearing. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Ten. An employee may be temporarily transferred within a twenty-five (25) mile radius for a period not to exceed ten (10) working days in order to investigate and/or resolve potential employee conflicts or situations of alleged sexual harassment. The Union will be notified of this transfer prior to its taking effect. No employee shall be involuntarily temporarily transferred more than one (1) time in a calendar year.

Article 18

Hours of Work, Work Schedules and Overtime

Section One, Work Schedules. (a) **Standard Workweek.** The standard workweek for full-time employees shall be thirty-seven and one half (37½) hours in five (5) consecutive days with regularly established starting and ending times.
(b) **Nonstandard Workweek.** A nonstandard workweek for full-time employees shall average no more than five (5) work-days and thirty-seven and one half (37½) hours per week (Friday through Thursday) over a period of eight (8) weeks or less.
(c) **Unscheduled Workweek.** An unscheduled workweek for full-time employees shall be thirty-seven and one half (37½) hours in five (5) days, with starting and ending times determined by the requirements of the position.
(d) Effective July 4, 1986, all employees who are assigned to a forty (40) hour workweek shall have all benefits calculated on that basis.

Section Two. Employees shall receive two (2) weeks written notice of any change in previously scheduled hours or work-weeks, except in emergencies and then in no event less than twenty-four (24) hours.

Section Three. (a) During the life of this Agreement, prior to the establishment or disestablishment of nonstandard or unscheduled workweeks as defined in Section One (b) and (c), the State shall notify the Union and shall negotiate to the full extent required by law. The Union agrees to make every reasonable effort to conclude negotiations within thirty (30) days. If that is not possible, the State may implement the proposed schedule change or a modification thereof which may have resulted from the discussions with the Union.

(b) The employer shall notify the Union when it significantly changes agency operating hours and/or establishes significantly different work schedules. Upon request of the Union, the employer shall negotiate with the Union over the impact of such changes on the employees.

(c) When it becomes necessary to involuntarily change an individual employee's work schedule, the employer shall consult on the basis of inverse seniority, unless in his/her judgment, there is a significant difference in the qualifications or work records of those employees who

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Administrative Clerical Bargaining Unit NP-3

ARTICLE 16

DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. No permanent employee who has satisfactorily completed the working test period shall be reprimanded, demoted, suspended or dismissed except for just cause. Just cause may include but is not necessarily restricted to incompetency, inefficiency, neglect of duty, misconduct or insubordination.

Section Two. The parties jointly recognize the deterrent value of disciplinary action and, whenever appropriate, disciplinary action will be preceded by warning and opportunity for corrective action. Nothing in this Section shall prohibit the Employer from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Section Three. A permanent employee who is reprimanded, demoted, suspended or dismissed shall have the right to appeal such action through the grievance and arbitration process set forth in this Agreement.

Grievances concerning dismissal, demotion or suspension shall be submitted directly to Step III of the grievance procedure within twenty one (21) calendar days of the written notice. All grievances filed directly to Step III shall include a copy of the disciplinary notice and a copy of the grievance form shall be sent concurrently to the employee's agency designee. By mutual agreement, such grievances may be expedited directly to arbitration. All other disciplinary grievances shall be filed in accordance with Article 15.

The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede all preexisting forums.

Section Four. Written notice of dismissal, suspension or demotion shall be sent to the employee by certified mail or served in person. Such written notice shall state the reason(s) for the disciplinary action, the effective date(s) and notice of the right of appeal. The Employer will notify AFSCME Council 4 (Attention: NP-3 unit) by certified mail of any dismissal, suspension or demotion within twenty-four (24) hours of the written notice to the employee.

When an employee is dismissed, suspended or demoted, each party shall provide to the other, upon request, copies of all written documents to be submitted in evidence at the grievance conference. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Five. Employer Conduct for Discipline. If an employer has an immediate need to correct or counsel an employee it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's work station.

Section Six. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union steward or other representative present, upon request, provided, however, this provision shall not unreasonably delay completion of the interrogation. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

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The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Seven. Whenever practicable, any investigatory or disciplinary meeting with an employee shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. If such scheduling is not possible, and an employee is required to appear at any time beyond his/her normal work time, he/she shall be deemed to be actually working. If the employee's representative is on duty at the time of the meeting, the representative shall be released for the meeting with pay.

Section Eight. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve said disciplinary action directly to Step III. If, in an arbitration proceeding, the Employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his judgment for that of the Employer as to the appropriateness of the discipline imposed, except that in cases of dismissal, the arbitrator may modify the penalty of dismissal if the Employer's judgment can be shown to be arbitrary, capricious or discriminatory.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file and which is not merged in the service rating next following shall be considered void for purposes of progressive discipline after eighteen (18) months, unless another disciplinary action is taken within that period of time.

An employee shall have the right to file a written response to any such reprimand or record, and such response will be attached thereto and placed in the personnel file. Any such response shall also be considered void if the reprimand to which it is attached is considered void under this section.

For purposes of this section, "void" means that the document shall be marked "void for employment purposes" or placed in a separate file and shall not be used for any employment-related purposes under this contract.

Section Ten. An appointing authority may, pending an investigation of alleged action which constitutes grounds for dismissal (including disposition of criminal charge against the employee), place the employee on an administrative leave of absence for a period of up to sixty (60) calendar days. The appointing authority may reassign the employee to an alternative assignment during the investigation, where practicable.

The paid leave under this section may be extended for the period of the pre-discipline procedure and the discipline notice period. An employee may be placed upon a paid leave of absence during the notice period prior to the effective date of a dismissal.

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arbitral awards, including awards on arbitrability, nor to restrict the authority of a court of competent jurisdiction to construe any such award as contravening the public interest.

(d) **Late Arbitration Awards.** On those cases in which an arbitrator fails without permission of the parties to render a decision within the contractual time limits: the award shall be void, the arbitrator shall be dropped from the panel and the arbitrator shall not be paid.

Section Ten. Notwithstanding any contrary provision of this Agreement, the following matters shall be subject to the grievance procedure but not subject to arbitration:

- Disputes over an employee's job classification (reclassification grievances);

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- Compliance with health and safety standards and COSHA except where specifically mandated by this Agreement.

The following matters shall not be subject to the grievance and arbitration procedure.

- the decision to lay off employees;
- classification and pay grade for newly created jobs; however, this clause shall not diminish the Unions right to negotiate on pay rates, hours of work and working conditions;
- dismissal of employees during the initial working test period;
- non-disciplinary termination of employment.

Section Eleven. The existing procedures for handling appeal of rejection from admission to examination and disputes over reclassification shall remain in force.

ARTICLE 17

DISMISSAL, SUSPENSION, DEMOTION AND OTHER DISCIPLINE

Section One. No permanent employee who has completed the Working Test Period shall be demoted, suspended, dismissed, or disciplined in any other manner except for just cause.

Section Two. Permanent employees shall submit grievances concerning dismissal, suspension or demotion directly to Step 3 within fifteen (15) days of official written notification.

All other disciplinary grievances shall be filed in accordance with Article 16.

Section Three. The State reserves the right to discipline or discharge an employee for breach of the No Strike Article.

In any arbitration, the arbitrator shall have no authority to alter or modify the discipline imposed where the State can show that:

- The employee intentionally engaged in an activity prohibited by said Article or
- Where the discipline imposed is less than a five (5) day suspension.

Section Four. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede any pre-existing forums.

Section Five. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Six. Placement of an employee on an unpaid leave of absence under 5-240-(d) shall be subject to the following:

- An employee may draw his/her accrued vacation even if he/she remains on an unpaid leave of absence under Regulation 5-248-3.
- In cases other than those which involve a criminal investigation or the disposition of a criminal charge the employee shall be placed on a paid leave of absence for the duration of the investigation into the situation and/or event. At the conclusion of the investigation the employee will be informed of the disposition and

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Section Five. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any pre-existing forums.

Section Six. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Seven. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union designee upon request, provided, however, this provision shall not delay completion of the interrogation in excess of forty-eight (48) hours. This provision shall be applicable to interrogation before, during, or after the filing of a charge against an employee or notification to the employee of disciplinary action. No employee shall be subject to discipline as a result of refusal to be a witness against himself/herself at any step of the grievance procedure. The provisions of this Section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Eight. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When an employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to shop stewards.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's official personnel file and which is not merged in the service rating next following shall be treated in accordance with the Personnel Record Article.

The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. If the investigation results in no discipline, the employee and the Union shall be notified at the time that the decision is made by the employer.

ARTICLE 16. HOURS OF WORK

Section One. The standard work week of all full-time employees shall be thirty-five (35) hours and five (5) days, normally Monday through Friday with regular starting and ending time between the hours of 7:00 A.M. to 5:00 P.M. for field personnel and 8:00 A.M. to 4:30 P.M. for office personnel, including a half-hour unpaid meal period.

A non-standard work week for full-time employees shall be an average of thirty-five (35) hours per week exclusive of meal-times over a specific time period.

An unscheduled work week for full-time employees shall be an average of thirty-five (35) hours per week exclusive of meal times with the starting and ending time and the number of days determined by the requirements of the position.

Current standard schedules and schedules which vary from the standard work week shall remain in effect until varied by the appointing authority. The establishment of non-standard or unscheduled work weeks or work schedules shall be made only to meet changing agency operational needs and only after advance approval by the Director of the Office of Labor Relations, prior consultation with the Union and not less than two (2) weeks advance notice to

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affect employees, except when: (a) the standard work week is being established; or (b) an emergency situation exists. For such exception, notification and/or consultation shall be made as soon as practicable. As soon as the emergency is alleviated, the employee shall revert to his/her regular schedule.

The employer has the right to establish permanent hona fide second and third shifts. In the exercise of that right, the employer shall make every effort to staff those shifts with qualified volunteers. The establishment of permanent shifts is subject to the requirements and standards of paragraph 4 regarding changing agency operational needs, advance approval by the Director of the Office of Labor Relations, prior consultation with the Union, and the requirement with respect to two (2) weeks advance notice to affected employees.

Employees who are temporarily defined as the duration of the assignment or Project, but not more than six (6) months, assigned to work schedule different from the standard work schedule shall receive a premium of twenty percent (20%) of their straight time pay for all hours worked which are different from the standard schedule, or, shall be paid time and one-half in conformity with the requirements for overtime specified in the overtime article. The above is meant to apply to situation such as, but not limited to, Aragon Bridge or the Truck Weight Study but are not meant to apply to the Slaten case or Article 17, Section Five. Employees receiving this premium shall not be eligible to receive shift differential as provided for in Section Two.

40 Hour Workweek

The Employer and the Union, through negotiations, may agree in writing to establish a forty (40) hour workweek. Either party may initiate these negotiations by notice to the other party of its interest in such negotiations. Issues unresolved by negotiations shall not be subject to the grievance or arbitration procedure. Forty (40) hour workweeks shall not be established unilaterally. A forty (40) hour schedule shall not be established with individual employees on a voluntary or compulsory basis without the agreement of the Union, as outlined above.

The Office of Labor Relations shall be the State's representative in all such negotiations. If an agreement is reached between the parties to implement a forty (40) hour workweek, such agreement may be implemented without any additional legislative approval required. Any such agreement requires the signature of the Director of Labor Relations and the Executive Director of the Union.

The parties may negotiate over any other schedule in excess of a thirty-five (35) hour workweek. Such negotiations will be governed by the procedure outlined above.

Alternative Work Schedules For Employees Within The DOT Who Elected An Increased Workweek To 40 Hours

The State and the Union agree that the DOT will review, on a case-by-case basis, four (4) day workweek requests of employees who elected an increased workweek to 40 hours. There will be no blanket denials. The DOT's decision to grant or deny such requests shall not be grievable or arbitrable. In consideration of the foregoing, the Union agrees not to file a grievance regarding this issue and the grievance already filed shall be deemed settled hereby. Employees will make a request to their manager for an alternate work schedule. Such requests shall be either granted or denied. The reason for the denial shall be provided in writing. If denied, the employee may request review by a Panel within DOT consisting of one union employee and one member of management.

Section Two. A shift differential of sixty-five cents (\$.65) per hour shall be paid to all employees whose regularly assigned shift or tour of duty begins after 2:00 p.m. or before 6:00 a.m., except Administrative & Residual Bargaining Unit Contract P-5

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ARTICLE 14

DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. (a) No employee shall be suspended, demoted, or reprimanded except for just cause.

(b) No permanent employee in the classified service who has completed the Working Test Period and no unclassified employee who has completed six (6) months of service or the pre-tenure period, whichever is longer, shall be dismissed except for just cause.

Section Two. Grievances concerning dismissal, suspension or disciplinary demotion shall be submitted directly to Step II of the grievance procedure within fifteen (15) days of the receipt of official notification of such action. The fifteen (15) days referenced herein commence with receipt by the Union (Union representative) of a copy of the notification of discipline. In the event the notification is mailed to the Union, it shall be by certified mail. When feasible, the Union will provide the agency with a concurrent copy of the Step II filing. All other grievances shall be filed at Step I.

Section Three. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any preexisting forums.

Section Four. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of shortcomings, while avoiding embarrassment and public display.

Section Five. Placement of an employee on a paid leave of absence shall be governed by Regulation 5-240-5a to permit investigation. Provided, however, nothing shall preclude an employee from electing to be placed on an unpaid leave of absence for up to thirty (30) days. In such event, the employee may draw accrued vacation pay.

At the expiration of the thirty (30) day period, the employee shall be either:

- (1) charged with the appropriate violation;
- (2) reinstated and reassigned to other duties determined appropriate by the appointing authority pending completion of the investigation; or
- (3) reinstated from leave.

Section Six. Interrogation. (a) An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union Steward or other representative present upon request, provided however, this provision shall not unreasonably delay completion of the interrogation. The interrogation shall not in any case be delayed beyond twelve (12) working hours irrespective of the ability of the Union to provide the required representation. However, no employee will be forced to appear on the day/shift of such notice. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

(b) No employee shall be compelled to offer oral or written evidence against himself/herself in any investigation or (pre) disciplinary action. Statements by the employee in his/her own behalf shall constitute waiver of this protection.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When an employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be ac-

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tually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion at local unit levels by the appropriate Labor Management Committees.

Section Eight. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 1994 are hereby incorporated by reference.

ConnSCU Human Resources Policies

ARTICLE 8- NON-CONTINUATION, DISCIPLINE, REPRIMAND, SUSPENSION AND TERMINATION

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option of the President of the Board, for System Office employees or Presidents, for College and University employees. Permanent employees hired on or after January 1, 2013, shall receive three (3) months' notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic management positions at or above the level of Dean may receive up to twelve (12) months' notice. Permanent employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling.

Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

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Hate Crime Offenses

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias, for example, race, gender, religion, sexual orientation, ethnicity and disability.

Clery Reportable Hate Crime Offenses			
Bias	Number of Incidents	Crime Type	Location
2018			
Race	0	N/A	N/A
Religion	0	N/A	N/A
Sexual Orientation	0	N/A	N/A
Gender	0	N/A	N/A
Gender Identity	0	N/A	N/A
Ethnicity	0	N/A	N/A
National Origin	0	N/A	N/A
Disability	0	N/A	N/A
2017			
Race	0	N/A	N/A
Religion	0	N/A	N/A
Sexual Orientation	0	N/A	N/A
Gender	0	N/A	N/A
Gender Identity	0	N/A	N/A
Ethnicity	0	N/A	N/A
National Origin	0	N/A	N/A
Disability	0	N/A	N/A
2016			
Race	0	N/A	N/A
Religion	0	N/A	N/A
Sexual Orientation	0	N/A	N/A
Gender	0	N/A	N/A
Gender Identity	0	N/A	N/A
Ethnicity	0	N/A	N/A
National Origin	0	N/A	N/A
Disability	0	N/A	N/A

Violence Against Women Act

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. VAWA 2013 reauthorized and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

Definitions

The definitions listed below are for the purposes of reporting Clery Act statistics. These may or may not differ from our institution's local jurisdiction.

Domestic Violence: A felony or misdemeanor crimes of violence committed— (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition — (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Domestic Violence, Dating Violence and Stalking Offenses

OFFENSE Violence Against Women Act Violations (VAWA)	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
DOMESTIC VIOLENCE	2018	3	2	0	0	0
	2017	6	3	0	0	0
	2016	1	0	0	0	0
DATING VIOLENCE	2018	2	2	0	0	0
	2017	9	6	0	0	0
	2016	4	4	0	0	0
STALKING	2018	4	1	0	0	0
	2017	12	6	0	0	0
	2016	4	2	0	0	0

* The student housing figure is a subset of the On-Campus total.



Arrests and Disciplinary Action for Weapon, Drug and Liquor Violations

ARRESTS	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
WEAPONS: Carrying, Possessing, etc.	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	1	1	0	0	0
DRUG LAW VIOLATION	2018	14	11	0	0	0
	2017	17	10	0	4	0
	2016	27	21	0	1	0
LIQUOR LAW VIOLATION	2018	6	6	0	0	0
	2017	25	20	0	4	0
	2016	17	14	0	2	1

DISCIPLINARY ACTION	YEAR	GEOGRAPHIC LOCATION				UNFOUNDED
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	
WEAPONS: Carrying, Possessing, etc.	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
DRUG LAW VIOLATION	2018	31	31	0	0	0
	2017	17	17	0	0	0
	2016	13	12	0	0	0
LIQUOR LAW VIOLATION	2018	165	165	0	0	0
	2017	118	117	0	3	0
	2016	245	244	0	0	0

* The student housing figure is a subset of the On-Campus total.



Campus Fire Safety

This section includes:

- Resident Hall Fire Statistics
- Resident Halls Fire Safety Systems
- Resident Hall Fire Safety Rules
- Fire Restricted Items in Resident Halls
- Fire Alarm Procedures
- Evacuation Procedures
- Fire Reporting



CCSU Clery Report 2018

Annual Fire Safety Report

A log is kept in the Office of the Environmental Health & Safety Coordinator that lists all fire alarm activations, fire department responses and alarm maintenance.

The CCSU Police Department maintains a log of all fire alarm activations and fire department responses. This log is available for public viewing during the normal business hours of the Records Division, i.e., between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Annual Fire Safety Report					
Residential Facilities	Total Fires	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
2018					
Barrows Hall	0	N/A	N/A	N/A	N/A
Beecher Hall	2	Cooking	0	0	\$1,000
Gallaudet Hall	0	N/A	N/A	N/A	N/A
James Hall	0	N/A	N/A	N/A	N/A
Mid Campus Hall	0	N/A	N/A	N/A	N/A
Sam May Hall	0	N/A	N/A	N/A	N/A
Seth North Hall	0	N/A	N/A	N/A	N/A
Sheridan Hall	0	N/A	N/A	N/A	N/A
Vance Hall	0	N/A	N/A	N/A	N/A
2017					
Barrows Hall	0	N/A	N/A	N/A	N/A
Beecher Hall	0	N/A	N/A	N/A	N/A
Gallaudet Hall	1	Open Flame	0	0	\$100
James Hall	1	Cell Phone Charger	0	0	\$100
Mid Campus Hall	0	N/A	N/A	N/A	N/A
Sam May Hall	0	N/A	N/A	N/A	N/A
Seth North Hall	0	N/A	N/A	N/A	N/A
Sheridan Hall	0	N/A	N/A	N/A	N/A
Vance Hall	0	N/A	N/A	N/A	N/A
2016					
Barrows Hall	0	N/A	N/A	N/A	N/A
Beecher Hall	0	N/A	N/A	N/A	N/A
Gallaudet Hall	0	N/A	N/A	N/A	N/A
James Hall	0	N/A	N/A	N/A	N/A
Mid Campus Hall	0	N/A	N/A	N/A	N/A
Sam May Hall	0	N/A	N/A	N/A	N/A
Seth North Hall	0	N/A	N/A	N/A	N/A
Sheridan Hall	0	N/A	N/A	N/A	N/A
Vance Hall	0	N/A	N/A	N/A	N/A

Health & Fire Safety Inspections: For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damages and the cleanliness of the rooms/suites. If a student is found in possession of prohibited items, these items will be confiscated by the Residence Life staff.

Fire Alarm Activation Procedures: Every residential hall room has a pre determined evacuation route and is posted in accordance with the Connecticut State Fire Codes. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found not exiting in a timely manner when the alarm is sounding will be subjected to disciplinary action. Criminal charges may also result.

Tampering With Alarms or Sprinklers: Under Connecticut law it is a felony (punishable by over a year in prison) to damage or tamper with fire alarms or fire suppressions systems, including the sprinkler heads or smoke alarms within residence halls. Don't gamble with your life or the lives of others.

Fire Safety Training: In conjunction with the semi-annual fire drills the students are given access to the Residence Hall Rules 24 hours a day on-line. They may contact the Environmental Health and Safety Fire Coordinator, Terrence Ferrarotti, their resident hall director or the resident assistants at any time. The University Police Department may also assist any student who has an immediate fire or life safety question 24 hours a day.

All of the residential directors and assistants receive annual training on fire safety and they hold individual group meetings with their residents. The annual fire safety training includes the procedures outlined in the Emergency Evacuation Plan.

Fire Evacuation Procedures

- Fire Evacuation Procedures: Refer to page 12 in this report for full evacuation procedures.
- Get out and close the door behind you.
- Pull the closest fire alarm on your way out.
- Know at least two escape routes.
- Never use the elevator during a fire alarm; always use the stairs.
- Call 911 from a safe place outside.
- Never re-enter a building for any reason; wait until you get the "all clear" from the fire department to go back inside.
- If you are not able to get out due to thick smoke and fire, you will need to shelter-in-place.
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks from around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescue in large buildings can take some time.


REMEMBER TO NEVER USE THE ELEVATORS IN A FIRE EMERGENCY!

FIRE REPORTING

Emergency response of Fire/Police or Emergency Medical Services: 911
 Routing Phone calls may be made to the University Police Department: 860-832-2375
 Fire Lieutenant Terrence Ferrarotti may also be contacted by calling the following
 Normal Business Hours: 860-832-2376
 After Hour Emergencies: 860-832-2375

PLEASE NOTE THAT TO REPORT OR REQUEST ANY EMERGENCY RESPONSE OF FIRE/ POLICE OR EMERGENCY MEDICAL RESPONSE YOU MUST DIAL 911 OR CONTACT THE UNIVERSITY POLICE ON CAMPUIS AT 860-832-2375.

PLEASE REPORT ANY FIRE THAT HAS OCCURRED TO UNIVERSITY POLICE AT 860-832-2375.



CENTRAL CONNECTICUT STATE UNIVERSITY

BUILDING KEY

1. Danvers Hall (D)
2. Danvers Education Center
3. Danvers Union Hall (DU)
4. Danvers Union Hall Annex
5. Danvers Hall (DH)
6. White Hall (WH)
7. Keller Hall (KH)
8. Bachelor Residence Hall
9. King Residence Hall
10. William H. Rouse Hall
11. William H. Rouse (WH)
12. Sanford Hall (SH)
13. Student Center
14. Sheldon Residence Hall
15. Gardner Residence Hall
16. Memorial Hall
17. Emma S. Resnick Hall
18. Emma S. Resnick Hall
19. Anna Hall
20. Anna Hall
21. Anna Hall
22. Elinor Burnett Dyer Hall
23. Openhouse Hall (OH)
- 23A. Bachelor Engineering Laboratory
24. History Hall (H)
25. History Hall (H)
26. History Hall (H)
27. Public Safety Building (Police Department)
28. Police Officer Elio Chang
29. Police Officer Elio Chang
30. Police Officer Elio Chang
31. Police Officer Elio Chang
32. Police Officer Elio Chang
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98. Police Officer Elio Chang
99. Police Officer Elio Chang
100. Police Officer Elio Chang

PARKING KEY
 Color coded parking vehicles 5 am - 5 pm.

- A. VANCE CENTER LOT
- B. STUDENT CENTER LOT
- C. PARKER LOT
- D. OPENHOUSE GARAGE (Red level only)
- E. WYLLIAMS DRIVE LOT
- F. WYLLIAMS DRIVE LOT
- G. WYLLIAMS DRIVE LOT
- H. WYLLIAMS DRIVE LOT
- I. WYLLIAMS DRIVE LOT
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Connecticut State
Connecticut's
Official
State Website

Department of Administrative Services

Police Sergeant

Central Connecticut State University
Recruitment #181204-9024PS-001

Location	New Britain, CT
Date	12/5/2018 12:00:00 AM
Opened	12/5/2018 12:00:00 AM
Salary	\$50,656 - \$81,173/year (New State Employees start at minimum salary range)
Job Type	Open to the Public
Close	12/12/2018 11:59:00 PM

INTRODUCTION



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Job Opening: Police Sergeant - Department of Administrative Services Page 3 of 6

training of departmental personnel; may serve as dispatcher, performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience as a Police Officer in an organized police department or within state service.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

A Bachelor's degree may be substituted for one (1) year of the General Experience.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted application:
 • Rank of Sergeant or above
 • CT P.O.S.T.C. Certified

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The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Police Sergeant. These positions are full time (40 hours per week).

Should you have questions pertaining to this recruitment, please contact CCSUJobs@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

- Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
- Assisting a Lieutenant in supervising operations of a facility protective services operation.

EXAMPLES OF DUTIES

Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courses and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error; improper actions or negligence; supervisors, coordinators and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise

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Job Opening: Police Sergeant - Department of Administrative Services Page 4 of 6

• CT P.O.S.T.C. Certified Instructor

SPECIAL REQUIREMENTS

- Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct" (Connecticut General Statutes 29-18 and/or 10a-142).
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

All candidates for employment at Central Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment contingent upon satisfactory completion of the background investigation.

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