

MSU response and timeline for action items related to QSA

1. The creation and funding of an LGBTQIA specific staff position in the MSU Diversity Awareness Office to grow and expand the existing LGBTQIA support programming.

Point Person – Matt Caires/Ariel Donohue

Action Item – Make a decision about redirecting a part of the current Director-level position/salary in the Office of Activities and Engagement (OAE) to fund a new GA-level position in the Diversity Awareness Office (DAO) for LGBTQIA programs

Timeline – Revisit this item with QSA by March 1, 2016.

Update - Conversations began in November 2015 between Dean of Students, DAO, OAE, and ASMSU on a potential staffing re-organization that could free up resources to better support LGBTQ students. A current director-level position (\$50,000) is vacant and discussions are underway on the potential realignment of those salary dollars in order to support a new GA in the DAO to support LGBTQIA programs.

March 4, 2016 Funding has been identified, a job description has been finalized and is currently being advertised. GA recruitment is underway. Application deadline is April 25th, after which a committee will review applications and begin the selection process.

May 25, 2016: Ellig consults with Ariel Donohue. Finalists for the position of a graduate assistant for LGBTQ student support are being interviewed this week. This will be a 19 hour/week position for 10 months. The Diversity Awareness Office is seeking a 2-year commitment. The position is paid via a tuition waiver and stipend. No credit is awarded.

August 1, 2016: Ryan Erickson was hired and began his duties as the Graduate Assistant for LGBTQ Student Support. Ryan committed to a 10-month contract in this position and is working on LGBTQ programming and student support.

2. A clear plan of action to establish a gender-neutral bathroom in each campus building, a gender-neutral locker room in our gym facilities, and gender neutral housing space before 2020 as well as the addition of gender neutral bathrooms in all new and remodeled buildings.

Point Person – Walter Banziger / Mel Stocks

Action Items –

1. Review the list of 9 existing bathrooms on campus that have been identified by QSA for possible conversation to gender neutral.
2. Ask staff in the Office of Campus Planning to work with QSA on designing new signage for designating gender neutral bathrooms on campus.
3. Ask ASMSU to be involved with design and designation of gender neutral bathrooms on campus.

Timeline –

Revisit this item with QSA by March 1, 2016

Updates -

February 26, 2016

Members of MSU Facilities Planning have been working to create an inventory of all bathrooms at MSU and possible conversions to gender neutral since 2013. At the end of February 2016, MSU Facilities Planning have identified 13 current restrooms that can be easily converted to gender-neutral. The possible conversions include:

- Cobleigh 123 and 448
- Traphagen 213, 401 and 405
- Herrick 14
- Plant Bio 106
- Brick Breeden 131 and 134
- Cheever 117A and 117B
- Plant Growth 190 and 191

Discussions are also underway regarding the creation of appropriate gender-neutral signage, updating campus maps, and short-term and long-term plans for additional bathrooms and locker rooms.

MSU Facilities Planning will plan to meet with members of QSA, along with staff from DOS, ASMSU, and DAO before March 1 to discuss these plans.

March 2, 2016

A meeting was held with members of MSU Facilities Planning, QSA student leaders, and the Dean of Students. At this meeting, it was shared with the students that between 24 and 26 restrooms have been identified as “quick conversions” to gender neutral restrooms and are slated to change during Summer 2016. *This is over three times the number originally asked by QSA.* Plans were also discussed to renovate existing locker rooms and shower facilities in the Fitness Center, as well as long term plans to include GN bathrooms in all future building renovations and new construction.

New gender neutral signs were reviewed in the meeting, and these draft signs will be proposed for approval by the UFPB on March 8, 2016.

March 31, 2016

In accordance with meetings and actions identified above, CPDC is in various stages of addressing the requests associated with item 2.

1. New Signage Standard
 - a. CPDC, the Dean of Students, and representatives of QSA have met and identified a suitable sign that meets inclusion standards as well as state and federal requirements. The University Facilities Planning Board (UFPB) has recommended and the President has approved the inclusion of a new sign standard to replace existing signage on campus.
2. Review of existing restroom facilities for conversion to All Gender facilities through simple signage changes and minimal modifications.
 - a. 24 ADA accessible restrooms have been identified as

- candidates to be resigned as “All Gender” facilities.
 - b. 11 non-ADA accessible restrooms have been identified as candidates to be resigned as All Gender facilities.
 - c. The signs are being ordered on March 31, 2016 and should be installed upon receipt in the next 6 to 8 weeks.
 - d. Additional buildings are being evaluated for this simple conversion and will be modified as identified. Extra signs have been order to be held in stock to allow for and expedited solution once identified.
3. Revision to MSU Design Guidelines and Standards
 - a. Revisions to the language identifying MSU’s commitment to include one All Gender restrooms and one Family Care room in all newly constructed facilities and major renovations performed on campus has been drafted. The language will be proposed to the UFPB at the April 5, 2016 meeting. Upon approval of the final language by President Cruzado, the language will be included in the Design Guidelines and Standards Document.
 - b. CPDC is identifying the effort, timeframe, and cost proposal necessary to evaluate existing facilities on campus which do not have an easily identifiable and modifiable restroom facility.
 4. CPDC is working with Sports Facilities representatives to develop concept designs and probable cost estimates to create All Gender restrooms and locker room facilities in the MHFC. Initial kickoff meeting has been held and preliminary studies are currently underway.

April 15, 2016

Preliminary drawings have been completed for adding two single use shower facilities on second floor of the Fitness Center. Cost estimates and construction timeline are TBD. Melanie Stocks will review the preliminary drawings with Alex.

May 25, 2016

Ellig consults with Candace Mastel and Melanie Stocks. Mastel provides a list of 37 single-occupancy restrooms that are expected to be re-signed by the end of summer 2016. See end of this document for list. Stocks reported that plans are moving ahead for 2 single-occupancy shower/changing rooms and 1 single-occupancy restroom on the second floor of the fitness center. Bids are expected to go out this summer, but because the local construction market is so strong (contractors have a lot of work and we may have to get in line behind other projects they have committed to) we are unsure about a completion date. Our hope is the project would be completed no later than late December, but it will really depend on the market.

July 26, 2016

Gender Neutral restroom signs have been installed at the locations in the table below. Pending sign installations are planned for several buildings depending on further investigation into providing lockable doors on single occupancy restrooms (or fixture counts) and planned construction of new gender neutral restroom/shower facilities at the Fitness Center. CPDC is currently working with Ariel Donahue to create a locator map for gender

neutral restrooms, to be posted on the CPDC webpage.

September 8, 2016 The single use shower facilities project is out to bid and we hope to be complete by early January. There will be two single use locker/shower rooms and a single use bathroom on the second floor of the Fitness Center.

3. Widely distributed best practices and inclusive language for all on campus staff including resident advisors and faculty members.

Point Person – Matt Caires

Action Items –

1. Engage a small group of QSA students and other stakeholders on developing a list of best practices and inclusive language.
2. Engage a small group of QSA students on developing a list of “allies” at MSU to be listed on the DAO website (modeled after the U of Montana’s website)
3. Develop a training plan for new best practices. Future partners include the Center for Faculty Excellence, Provost’s office, Dean of Students, Res. Life, Admissions, etc.

Timeline – Engage with QSA on this topic by February 5, 2016.

Update - Matt Caires convened a meeting with representatives from QSA on February 18, 2016. Dr. Kate Ryan (English), Tracy Ellig (Communications), Ariel Donohue (DAO) and Marianne Brough (ASMSU) joined this meeting. Action plans include the creation of a new website, the development of a “white paper” on appropriate gender pronouns and uses, and the development of a communication and training plan. Caires will reconvene this group to continue progress before spring break.

March 23, 2016 Alex and Matt shared emails regarding progress. Matt indicated that we have created a draft “training and marketing” plan for the best practices. Ariel has met with David Singel and he’s encouraged us to consult with Marilyn Lockhart regarding future faculty trainings. Alex is working with a group of QSA members to draft the “best practices” for use of personal gender pronouns, and will consult with Dr. Ryan once they have a draft.

April 15, 2016 Kate Cowart has begun designing the landing page for LGBTQ resources at MSU. A small working group, including Kate, Matt Caires, and Ariel Donohue met on April 5th to edit and add content. The website is still in the design phase. Content about best practices (created by QSA and Dr. Ryan) will be added to this site when complete.

May 25, 2016: Ellig consults with Donohue and Caires. This project is still in progress pending QSA’s development of a “best practices” draft document.

August 30, 2016: The group met throughout the summer to work on the LGBTQ website. On August 30, the group reviewed the latest draft of the site and put forth additional suggestions. A “Gender and Sexuality” tag has been created for events on the MSU Calendar that will feed to the LGBTQ website to keep it up to date on upcoming events across campus. Ryan Erickson, the GA for LGBTQ Student Support, is now leading the effort to create best practices to distribute to MSU faculty and staff. He is working with members of QSA and English faculty member Kate Ryan. The group plans to complete the best practices by the end of the fall 2016 semester.

4. Development of processes that allow students to officially use their preferred name and preferred gender on all on-campus forms including those required by the Registrar’s Office and the Cat Card office

Point Person – Eric Wold / Tony Campeau

Action Items –

1. Ask Eric Wold to convene a meeting of QSA members on making changes to Banner. Involve Tony Campeau, Ronda Russell and other partners, as necessary.

Timeline – Engage with QSA on this topic by February 5, 2016.

Update–

Eric Wold began initial discussions with the Office of the Registrar on potential changes to Banner in order to support preferred names and gender identity in September 2015. After the QSA demands were made, Eric Wold convened an initial meeting that was attended by members of QSA, ASMSU, the Office of the Registrar, Diversity Awareness and Division of Student Success. We discussed goals and objectives, shared nature of person records in Banner, the relationship of Banner and integrated systems, business areas potentially impacted by the change, possible near term support solutions and next steps. In terms of next steps we are working on scheduling a debrief, scheduling our first four campus conversation, brainstorming additional near term solutions, identifying Banner schools who have developed both baseline and modified solutions.

Unrelated to number 4, the Registrars Office and Eric Wold are partnering with the Diversity Awareness Office and QSA to participate in a statewide group formed by MACRAO to create recommendations for updating admissions and registrars processes to better support the LGBT community throughout MUS campuses.

March 8, 2016 Eric has convened seven different meetings in the last month with representatives from all four of MSU’s campuses, IT staff, Registrars staff, Admissions staff and student leaders from QSA. Eric and his team are working closely with Macalester College and plan to follow the work they have done on these issues.

March 23, 2016 Eric and team are wrapping up the first round of informational meetings with each of MSU's core business units across the four campuses. Business unit specific meetings are being scheduled with Macalester College to discuss the impacts of their strategy on each business unit.

March 25, 2016 Eric and Tony convened the final informational meeting attended by HR, Finance/AR and Institutional representatives from MSU's four campuses.

March 29, 2016 Eric convened a webex with members of MSU's four campus Admissions and Financial Aid Offices to discuss the solution in use at Macalester College. During the meeting, Macalester's Financial Aid and Admissions data steward, Abraham Noel discussed the solution and impacts in the Financial Aid and Admissions areas.

March 30, 2016 Eric and Kandi participated a MACRAO conference call and discussed the work that MSU's 4 campuses are participating in.

April 8, 2016 Eric and Tony convened a webex with member of MSU's four campus Finance/AR offices to discuss the solution in use at Macalester College. During the meeting, Macalester's Finance data steward, Amy Holter discussed the solution and impacts in the Finance/AR area.

April 13, 2016 Eric met with Max Thompson at MSU Human resources to discuss the Macalester solution in depth and to begin developing examples of the impacted HR areas needing further review.

April 14, 2016 Chris Kearns, Matt Caires, Eric Wold and Tony Campeau participated in a statewide Student Affairs Officers Conference call to share the work MSU's campuses are doing to support institutionally recognized name and gender on MSU's campuses.

May 12, 2016 Eric met with the HR Systems Team to begin testing key HR processes to confirm Banner processing behavior with a current recognized name record.

May 13, 2016 Eric met with Finance Systems Team to begin testing key Finance and AR processes to confirm Banner processing behavior with a current recognized name record.

May 19, 2016 Eric met with the Finance Systems Team to continue testing key Finance and AR processes to confirm Banner processing behavior with a current recognized name record

May 25, 2016 Ellig consults with Tony Campeau. This is in progress. There are roughly 40-50 forms that feed into Banner where there would have to be adjustments to include fields for legal name and preferred name as well as a section button as to which should be used with each piece of data.

June 15, 2016 Eric met with the Finance Systems Team to continue testing key Finance and AR processes to confirm Banner processing behavior with a current recognized name record

- June 20, 2016 Chris Kearns, Kellie Peterson, Cathy Hasenpflug, Ryan Erickson, and Eric Wold met to discuss supported name parts which may be modified as part of a recognized name, such as first, middle, last. The group also discussed if the service should be available to anyone when the go-live takes place or if it should be offered to a smaller population initially and expanded to everyone over time.
- July 30, 2016 ITC installed Banner General 8.8.5 which includes a set-up form to support future banner baseline features for storing and using a recognized name.
- August 2016 Eric conducted testing of Banner General 8.8.5. The release is scheduled to move to the Banner production environment on September 18, 2016.
- August 29, 2016 Chris Kearns, Kellie Peterson, Cathy Hasenpflug, Ryan Erikcson, Jyl Shaffer and Eric Wold met to continue the core scope discussion from June. The group is planning to make a proposal to PEC in partnership with QSA.
- September 6, 2016 Tony Campeau, Ryan Ericson, and Eric Wold met with Kaiden Mershon who is the new QSA representative following Ryan Erickson's transition to the DAO office. The meeting was convened to facilitate Kaiden's transition into this new role and to discuss plans for moving forward over the fall.

5. Establish for the Fall 2016 academic year an infrastructure to pair LGBTQIA residents in our student housing with LGBTQIA accepting students.

Point Person – Jeff Bondy

Action Items –

1. Meet with Tom Stump/Jeff Bondy on the existing barriers to bringing this program online for Fall 2016. If this is not possible, consider what other types of interim services might be offered during Fall 2016.

Timeline – Engage with QSA on this topic by March 11, 2016

Update - Members of Residence Life and the Diversity Awareness Office started meeting about possible changes in Residence Life to provide better support for LGBTQ students since September 2015. Members of Residence Life, DAO, ASMSU, DOS and Auxiliaries met on February 5, 2016 to discuss possible changes in Res. Life to support this work. These changes include:

- We've put together a values statement of inclusivity based on several institutions that are leaders in this arena. It includes named individuals to contact and their phone numbers so students can self-identify whether desiring accommodation or declaring as an ally. This statement needs some refining that the team will perfect this week. This statement will then be placed on the housing website, upon completion.

- A similar, more condensed and concise statement needs to be developed to place on our housing application in printed, electronic and mobile, when activated,
- We will take the opportunities of hall assignment and roommate assignment notifications, to provide opportunity to declare. This will cover the more than 2,000 students that have already applied.
- Similar statements will be incorporated into our presentations during orientations, MSU Fridays and our daily Residence Life tours to prospective students and parents.
- Assignments for 2016 will be on a case by case basis.
- At all the information fairs, including Orientation, have a booth set up with texting information to alert the University that an individual wants accommodation or consider themselves to be an ally. This mechanism is discreet and was well received by those in attendance.

Jeff Bondy has reached out to Alex and members of QSA in order to share these changes with them, and will hopefully have this meeting sometime between February 22-26.

February 23rd Student leaders from QSA and staff from MSU Residence Life including Matt Crosby, Amy Snyder, James Tobin, Todd Jennings (RA), James Corbett (RA), Jordan Garceau, and Jeff Bondy met to discuss their plans to offer better support for LGBTQIA students over the summer and into Fall 2016.

Quotes from a recent interview with the Exponent about the work underway in Residence Life:

1. Res. Life began working with the Diversity Awareness Office and QSA in September 2015 to develop an application and assignment process to better serve the needs of LGBTQIA students applying to live on-campus. Res. Life is concurrently reaching out to colleagues from other universities who have made similar changes to their housing application and assignment process.
2. As we approach 2016, Res. Life would like to create a clearer path for LGBTQIA students to communicate concerns and requests. Assistant Director, James Tobin will work with students on an individual basis to address comments and concerns. He will meet with students individually in person and on the phone. Importantly students will have the option to confidentially text message requests, questions, or concerns about their housing assignment or roommate.
3. Res. Life currently offers Safe Zone training for our RA staff to take on a voluntary basis (as recommended by DAO) and have training sessions regarding the diversity of students entering our halls during RA training. Residence Life also currently has an RA Advisor for Diversity and Social Justice who meet to advise and develop trainings and resources on diversity education for our Residence Hall Staff. Next year (2106-17) we will be dedicating a professional staff member to work on programming and training for diversity and inclusion for our campus residents and staff. We will also include specific training for RAs on issues surrounding LGBTQIA persons during our fall RA training period.

May 25, 2016: Ellig consults with James Tobin. In March 2016, Residence Life began including the following language in communications with students who would be living on campus in fall 2016:

Is there someone I can talk to about a room preference or roommate request that will be accepting of my specific values or gender identity?

Montana State University is required to assign students based on the gender designation in their official University record (through the Office of the Registrar). James Tobin, Assistant Director of Residence Life is the designated staff members in Residence Life that will be able to answer your questions and to provide you with a personal and confidential assessment of our available housing options. Please contact James at (406) 994-2661 or via email at jtobin@montana.edu to understand options available to you or discuss any questions that you may have. If you speak with a Residence Life staff member, you choose what you want to disclose. Our goal is to make you feel safe and welcome into your new community. Please keep in mind, the earlier you contact us with questions and/or concerns, the more flexibility we will have in assisting you with exploring different housing options.

GENDER NEUTRAL RESTROOM SIGNAGE – EXECUTED BY JULY 2016

Accessible Gender Neutral Restrooms

Cobleigh Hall	123
Plant Bio Building	106
Cheever Hall	117A
Cheever Hall	117B
Plant Growth Center	202
Plant Growth Center	203
Jabs Hall	117RR
Chem Biochem Building	050
Linfield Hall	121A
Nutrition Center	09
Nutrition Center	10
Brick Breeden Fieldhouse	131
Brick Breeden Fieldhouse	229
Brick Breeden Fieldhouse	209
Stadium	103RR
Stadium	111
Stadium	323
Stadium	318
Miller Dining	232RR

Non-Accessible Gender Neutral Restrooms

Traphagen	401
Traphagen	405
Plew Building	212
Plant Growth Center	190
Plant Growth Center	191
Herrick Hall	014