LGBTCA Committee Meeting
January 29, 2013
12:00 – 1:30 p.m.
Cleveland Room, Thwing Center


Announcements:
The LGBTCA Committee Winter Gathering for University Circle faculty and staff will be held on Thursday, February 21, 2013. Flyers were distributed. There will be appetizers and a cash bar. The CWRU Pride logo for the alumni affiliate group is a new development. Ashley Dyer, Alumni Associations, worked with University Marketing and Communications to create a rainbow logo.

LGBT Center Update, Liz Roccoforte
-Liz Roccoforte, director, LGBT Center, gave an update of the spring programming scheduled (attached). The film screening by Sistah Sinema of Bumming Cigarettes will be held at MOCA. They will be flying the director of the film in and will have a feminist art display. It is cosponsored by Old Lesbians Organizing for Change.

-Preferred Name Policy: Ms. Roccoforte also gave an update on the progress made with the preferred name policy. Being able to designate a preferred name on things like class lists, student housing rosters, etc. give transgendered students the ability to designate a name that matches the gender they are presenting as. It is a best practice and may other universities have this policy. The Registrar’s Office was able to retrofit the Student Information System in order to allow the preferred name to be entered. Ms. Roccoforte is now working on giving faculty and staff the same option, but the software doesn’t seem to allow it. Jeremy Naab, operations analyst in the Registrar’s Office, will look into other schools that allow this that also use the CWRU software. The committee agrees that the preferred name policy should be a university-wide policy that extends to everyone, not just students. Ms. Roccoforte will write a letter from the committee to give to the appropriate university officials and circulate it amongst the committee before sending it out.

-Student health care for transgender benefits: Ms. Roccoforte is still working with Aetna, the student health insurance provider, about what is covered under transition-related care. Aetna is currently not covering top surgery for male-to-female transitions because they consider it augmentation, which is not covered for cis-gendered women.

-LGBT Center Community Advisory Board: The first meeting of the LGBT Center Community Advisory Board will be held on 2/28/13 from 9:00 a.m. to 12:00 p.m. in the Cleveland Room. The committee is asked to send any topics they feel are important to Ms. Roccoforte. The board members include: Henry Ng, a well-known physician who runs the Pride Clinic (the LGBT health clinic out of Metro); Tim Downing, co-chair of the board of directors for the Human Rights Campaign; Jessica Mann, recent CWRU alumnna and entrepreneur; Amariyah Israel, who works with LGBT youth; Phyllis Harris, the executive director of the LGBT Center of Cleveland; and Linda Lanci, an ally with a gay son.
-Education Abroad: Molly Watkins, director of the Center for International Affairs, reported that MSASS is in discussion to add an LGBT-themed track to their Amsterdam study abroad. There are several opportunities for LGBT-themed study abroad, but each one needs a faculty member to sponsor it. August 1 is the deadline for spring break projects for the following spring. The Center for International Affairs is also working on an information page for studying abroad as LGBT (and any other circumstances that might make things dangerous for a student in another country). There are 40 or 50 countries in the world where being LGBT is dangerous, and it is an issue for graduate and professional students.

-Strategic Plan: The university is revamping its university-wide strategic plan, and Ms. Roccoforte has indicated that LGBT issues need to be integrated into the plan. Several of the themes of the strategic plan run concurrent with LGBT concerns, such as Diversity, Our People, Academic Excellence, etc. Currently the attendance at the open strategic plan forums is poor, but there is also a website where faculty, students, and staff can submit their ideas.

Alumni Affairs: Ms. Dyer gave a brief update on the events the Alumni Affairs office is cosponsoring with the LGBT Center: they include the Winter Gathering, the *Trembling Before G-D* film screening, and Lavender Graduation.

LGBT Research Group: Matthew Garrett, assistant professor in the music department, gave an update on the LGBT research group that he is pulling together for faculty members to discuss their LGBT-themed research projects. They are hoping to meet on February 12 or 13, and currently have about 16 people. Marilyn Mobley, vice president of the Office of Inclusion, Diversity, and Equal Opportunity, is facilitating the group with Dr. Garrett.

Other Announcements:
- Dorothy Miller, director of the Flora Stone Mather Center for Women, will be retiring as of July 1, 2013.

The meeting was adjourned at 1:30 p.m.
Minutes by H. McGivern
LGBTQ+ Committee Meeting
Tuesday, January 29, 2013
12:00 p.m. to 1:30 p.m.
Cleveland Room, Thwing Center

AGENDA

1. Announcements
2. LGBT Center update
3. Strategic Plan/LGBT issues
4. Alumni Affairs update
5. LGBT research group update
6. New business

Co-chairs
Liz Roccoforte
Liz Roccoforte
Ashley Dyer
Matthew Garrett
Please join LGBT Faculty, Staff and Alumni from CWRU, Metro, UH and the Cleveland Clinic for a Happy Hour with free appetizers and cash-only bar. Don't miss the opportunity to network and make new connections!

**Thursday, February 21, 2013**  
**Time:** 5 to 7 p.m.  
**Location:** The Alumni House  
11310 Juniper Rd. Cleveland, OH 44106

**CWRU pride**  
LGBT ALUMNI NETWORK

Sponsored by CWRU Pride and the LGBT Committee at CWRU.

**Questions or more information?** Contact us in The Alumni Association at 800.866.6280 or email alumnirelations@case.edu.
LGBT Center Update - 1/29/2013

Upcoming Programs:
2. Film Screening & Discussion of (A)Sexual Tuesday, February 12th, 2013-6-9pm, Meeting Rm. A
3. Rabbi Steve Greenberg screening of Trembling Before G-D Thursday, March 21st, 7-9m at Hillel
4. Safe Zone- Spring Open Sessions, Monday, February 18th, 2013- 9-12pm or 1-4pm
5. "Out at Work" Monday, April 2nd, 6-8pm, Collaboration between Weatherhead & Alumni Relations- at PBL
6. Day of Silence, Night of Noise in collaboration with UPB, Friday, April 19th (Location & Time TBD)
7. Sistah Sinema Screening of Bumming Cigarettes at MOCA, Saturday, April 27th
8. Lavender Graduation, Wednesday, May 1st, 6pm, Alumni House

Other Topics:
1. Preferred Name Policy/ID cards
2. Student Health Care Insurance Update
3. LGBT Center Community Advisory Board meeting 2/28/2012 9-12pm Cleveland Room
   Board Members (bold indicates those who will be in attendance):
   1. Henry Ng
   2. Tim Downing
   3. Jessica Mann
   4. Amariyah Israel
   5. Phyllis Harris
   6. Linda Lanci
Promising Practices for Inclusion of Gender Identity/Gender Expression in Higher Education

Created by The Pennsylvania State University LGBTA Student Resource Center
Emily A. Johnson
Allison Subasic

With guidance from
Genny Beemyn, Ph.D.
Chicora Martin
Sue Rankin, Ph.D.
Nancy Jean Tubbs

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2011
Faculty & Staff

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<th>Offices responsible for implementation:</th>
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<td>• Academic Colleges &amp; Departments</td>
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<td>• Employee Health Services</td>
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<td>• Faculty &amp; Staff Governing Boards</td>
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Faculty and staff educate students, perform ground-breaking research, and support the daily functions of the institution. An institution cannot function without capable, hard-working faculty and staff. In order to attract and retain committed faculty and staff, an institution must establish inclusive policies and support services for all employees.

Though these recommendations are designed primarily to meet the needs of faculty and staff, keep in mind that some will also apply to student employees. In addition, some of these recommendations will also benefit non-employee students. However, in an effort to reduce duplication, most of the recommendations that would overlap are listed under either Student Services or Faculty & Staff, with only a few slightly-modified recommendations appearing in both sections.

Forms & Processes

The recommendations in this action area represent many of the same recommendations as those found in the identically named action area in the Student Services section. These are important practices which should be implemented and available for student employees, staff, and faculty.

♀ Include gender identity and gender expression issues and concerns and representations of people with various gender identities and expressions in human resource publications and grievance procedures.

♀ Offer employees the ability to self-identify their gender on all human resource forms, including applications, grievance forms, emergency contact forms, etc.

♀ Offer employees the ability to have a preferred name on all their records permitted by law, including directory listings and identification cards.
Promising Practice:

**University of Michigan**
Michigan permits employees to designate a preferred name for directory listings, ID cards, and “all University communications and reporting except where the use of the legal name is required by University business or legal need” (Hage & Frumkin, 2007, p. 2).

Offer employees the ability to change the gender designation on all their employee records with only a letter from a medical professional. This procedure should be clear, easily accessible, and simple, and it should allow employees to change all their employee records in one step.

Promising Practice:

**American University**
“You can request a change in the gender listed in your files by filling out an ‘Invitation to Self Identify’ form. This form can be requested from your HR representative or from one of the transgender point people” (GLBTA Resource Center, n.d., p. 2).

Identify and publicize the contact information of individuals within human resources who are familiar with transgender concerns and are able to assist with name and gender changes on employee records.

Promising Practice:

**University of Cambridge**
“Any LGB&T member of the University community who would like to discuss an issue related to sexual orientation or gender identity in the workplace can contact a Network volunteer for support. There are Network volunteers who identify as Lesbian, Gay, Bisexual or Transgendered and can be contacted directly. Transgender: Rachael Padman (rp10001@cam.ac.uk)” (Human Resources Division, 2011, p. 1)

Create an easily accessible website which details all of the campus services and facilities available to transgender employees and includes information on and links to related policies, procedures, and departments.

Promising Practice:

**University of Colorado, Colorado Springs**
The UCCS LGBT Resource Center website contains a page on faculty resources which includes information on policies, benefits, workplace climate, professional development, and advocacy. In addition, the FAQ section of the page includes specific questions about policies, benefits, organizations, and transitioning with links to the appropriate resources and departments (LGBT Resource Center at M.O.S.A.I.C., n.d.).
The U-M Preferred Names Policy and Your Directory Profile

This document explains the U-M Preferred Names Policy and how it affects your MCommunity Directory profile. It also provides instructions for setting a preferred name.

Table of Contents

- What Is a Preferred Name?
- The Preferred Names Policy
- Who Can Set a Preferred Name?
- Setting a Preferred Name in Wolverine Access
- Display of Your Preferred Name in Your Directory Profile
- Preferred Names FAQ
- Additional Resources

What Is a Preferred Name?

You may prefer to go by a name that is different from your legal name. Also, you may want to have this name appear instead of your legal name in your MCommunity Directory profile and in other university records and documents. The university allows you to do this by setting a preferred name. You must set the preferred name in Wolverine Access, and it will then appear in your directory profile and other records. Some records, such as paychecks, that require use of a legal name, may not be able to use your preferred name. However, whenever possible, your preferred name will be used.

The Preferred Names Policy

Here is the text of the policy:

The university recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the university acknowledges that a "preferred name" can and should be used wherever possible in the course of university business and education.

Therefore, it is the policy of the university that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the university's information systems with a preferred name in addition to the person's legal name. It is further understood that the person's preferred name shall be used in all university communications and reporting except where the use of the legal name is required by university business or legal need.

The individual is free to determine the preferred name he or she wants to be known by in the university's information systems. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request.

Who Can Set a Preferred Name?

Because preferred names are set using Wolverine Access, only those who can use Wolverine Access can set preferred names. Students on the Ann Arbor campus and employees of the Ann Arbor, Dearborn, and Flint campuses can set preferred names. Sponsored affiliates who have Wolverine Access entries (that is, those who have regular uniqnames and UMIDs) can also set preferred names.

Setting a Preferred Name in Wolverine Access

Use Wolverine Access to set your preferred name online. Students can do this under Student Business, and faculty, staff and some sponsored affiliates can do it under Employee Business or Employee Self Service.

Display of Your Preferred Name in Your Directory Profile

Your preferred name will appear at the top of your MCommunity Directory profile. It will also appear under Also Known As. For details about your directory profile, see The Managing Your Profile in the MCommunity Directory (S4380).
Preferred Names FAQ

1. Can any member of the U-M community set a preferred name?
   No. Because preferred names are set using Wolverine Access, only those who can use Wolverine Access can set preferred names.
   Students on the Ann Arbor campus and employees of the Ann Arbor, Dearborn and Flint campuses, as well as some sponsored affiliates,
   can set preferred names.

2. How do I set a preferred name?
   Use Wolverine Access. Students can do this under Student Business, and faculty and staff can do it under Employee Business or
   Employee Self Service.

3. Can I set my preferred name to whatever I want?
   Yes, but the university reserves the right to remove a preferred name if it is used inappropriately (such as for misrepresentation).

4. Can I use my preferred name for everything at the university?
   No. Your legal name will continue to be used in business processes that require use of the legal name, such as for payroll records and
   student transcripts.

5. I set a preferred name and later changed it to something else in Wolverine Access. Why does my old preferred name still show
   up in the list of Also Known As names in my directory profile? How can I get rid of it?
   When you set a preferred name in Wolverine Access, that name is added to the list of Also Known As names in your directory profile. If
   you wish to have a name deleted from your list of Also Known As names, you can contact the ITS Service Center.

6. I don’t want my legal name to show up in my MCommunity Directory profile. How can I hide it?
   Your legal name will continue to be displayed in the list of Also Known As names in your directory profile, even if you have set a preferred
   name. Contact the ITS Service Center to request that it be hidden.

7. How do I correct or change my legal name for university systems?
   - Students can contact the Registrar’s Office (ro.registration.questions@umich.edu or 647-3507).
   - Employees can file a legal name change by completing the Address/Personal Data Form available on the HRRIS Forms Online
     page or contact the HR/Payroll Service Center (615-2000 or toll-free at 1-866-647-7657).

Additional Resources

Visit ITS's Information System to obtain ITS computer documentation and other resources. A list of relevant documents follows:

- Managing Your Profile in the MCommunity Directory (S4360)

The ITS Service Center provides a variety of computing help resources.

For further help with this or any other topic, call 734-764-HELP [4357] or submit an online service request.