

## Faculty and Staff Diversity Mini-Grant Final Report

**Project title:** Safe Zone Train-The-Trainer Program

**Grant Recipients:** M. Stone, Dean J. Pufhal, K. Carmody, T. Stanislav, J. Gardei, Dean K. Haik, W. Samuels

**Date Project Started:**

**Amount of Money Funded by the Mini-Grant:** \$5,000.00

**1.** How was the grant used to address a diversity or inclusion related goal?

The Safe Zone T-T-T program was held on March 26-28, 2018, at which time, 9 co-facilitators completed the training. There were originally 12 participants scheduled to participate; however, two participants completed all but the last day due to illness, and one participant was unable to attend any of the sessions. The goal of the Safe Zone T-T-T program is to train co-facilitators to deliver Safe Zone workshops to FSU staff, faculty, and students to increase their knowledge of issues and obstacles LGBTQ+ students, staff and faculty may experience, and gained knowledge of appropriate language to use to create and inclusive environment. Participants were also provided with many resources they may find helpful in responding to the LGBTQ+ issues as they arise.

**2.** Describe the audience that was impacted by the grant's implementation.

Provide quantitative data, if available.

As noted above, 9 co-facilitators were trained at the T-T-T session which was facilitated by Safe Zone Project experts using the most current Safe Zone training curriculum. Each of the 9 co-facilitators. Since the initial T-T-T session, co-facilitators have gone on to conduct one workshop (6/19/18) for FSU faculty and staff (see attached workshop feedback). Another workshop is scheduled to be held in August for participating members of the housing staff. Future workshops for faculty, staff, and students are tentatively scheduled for at least once every fall, spring and summer. We anticipate that the impact of the T-T-T training will continue to spread as they conduct more Safe Zone workshops in subsequent years.

- 3.** Grant recipients are required to provide a short narrative that details the specific efforts each of the collaborators made to the implementation of the grant.

The successful implementation of the Safe Zone T-T-T Program was the result of a wonderfully collaborative effort between all the team members. As the Project Leader, Mischelle communicated with the Safe Zone experts to arrange for their travel and stay in Big Rapids and, with Laurie Daniels from FCTL, reserved conference facilities, made menu selections, and coordinated the grant funds. Dean Pufhal contributed \$1,000 and supported her staff from the LGBTQ+ Center and Greek Life to participate in the training to become co-facilitators. Kevin Carmody participated on the Safe Zone advisory committee to providing scheduling and implementation guidance and acted as a liaison to Dean Pufhal. Todd Stanislav from the FCTL also served on the advisory committee to provide scheduling and implementation guidance and was instrumental in coordinating the grant funding and ensuring that the expenditures were covered. Jody Gardei also served on the advisory committee, providing organizational support and guidance. Dean Haik provided \$900.00 in financial support which allowed the organizing committee to print materials, purchase notebooks, markers, and a variety of other supplies used in the training. Wendy Samuels donated in-kind copying for the daily T-T-T feedback surveys (attached).

- 4.** What is your overall assessment of the project's impact on the Ferris community? How did this impact compare to what you expected?

The immediate impact of the T-T-T training was to train 9 workshop co-facilitators. Each of these co-facilitators has committed to co-facilitating two workshops over the next two years. One of the major goals of the Training Program was to establish a strategic and systematic program to help faculty, staff, and students incorporate diversity and inclusion in significant ways in teaching learning, and research. It was also the intent to implement a systematic curriculum to use in future workshops to prepare faculty to embed inclusive language and knowledge into their courses. And perhaps most importantly, training the SZ trainers to conduct workshops widens the support students have across our campuses to explore, discuss, and embrace their true identities.

Feedback from the initial SZ workshop conducted in June suggests that workshop participants did increase their knowledge and vocabulary, and there was consensus that many students, faculty, and staff would benefit from participating in future workshops. The development of a workshop-specific assessment instrument to be administered in future workshops will help to standardize our measurement of workshop outcomes

related to item #6 in the grant application and provide more specific feedback for improving future workshops.

5. Present a final budget including all funds received and spent related to the project, with special focus on the funds received via the Diversity Mini-grant.

See attached. You can see that the actual budget for the training exceeded the projected budget by \$492.63. This was primarily due to the underestimated catering costs; however, Dean Haik extended her financial commitment to cover the disparity, so all costs were covered.

**Primary Grant Recipient's Signature:** Michelle T. Stone, Ph.D.

**Date:** 7-24-18

**Student Life Safe Zone Training Feedback 06/19/2018 Facilitators: Kendree Berg, Jennifer Wallace, Pam Bogucki, Brooke Moore**

What is one thing that you learned from the training today? What did you enjoy about today's training?	What could be improved for the next time this training is facilitated? How do you think this training could be improved?	Who would you recommend this training to? What would you say to get them interested?	Additional feedback for the facilitators? This could be regarding material covered or the facilitation process.
I always enjoy reminders, especially of things that do not come up often in my life.	It was all good! The lecture/participation ratio was perfect. I like examples of what to say when talking about sensitive issues with others. i.e. “Ouch. The word _____ is offensive to me because...”	Student leaders	I truly thought it was all good. My only suggestion is I didn't feel you need the sticky notes/pads with the handbook when they are the same.
All of the terms. I hadn't heard of some of them. I appreciated the spectrums and terms associated. I enjoyed being in training with a number of co-workers.	It was difficult for me after lunch, and I could have used more movement.	It could be incorporated in FSUS classes for students. Especially the privileges.	Great job! Thanks for the training, information, and conversations.
I appreciate the vocab- learned some terms today I had not heard prior to this training.	Enforce “share the airtime” norm.	Co-workers, student workers, students, FSU staff	Great job. Thanks.

Appreciate the resource page- I plan on visiting many, if not all, of the sites.			
Appropriate language to use to create inclusive environment. I liked the smaller group atmosphere- felt comfortable to ask questions/engage.	Maybe allow group to develop some “ground rules” to be added to existing rules. More group work and scenarios would be good.	All staff would benefit from this training, but I don't think it should be mandatory. I feel the allies will seek it out & others (although they would benefit) may not get same experience.	You guys did great! Rhythm will come. Thanks for offering.
Our staff is less knowledgeable on this than I expected. It was good to see them ask questions.	More time for the scenario as they were all relevant. Make it a longer training. So much more to discuss & opportunity for engagement.	Those uneducated & not a part of the LGBTQ+ community. Explain the significance & how it can impact others positively.	You 2 are great! I'd be more than willing to be a facilitator if you ever need one. (included phone number here) I'm knowledgeable on the topic & train students regularly & a part of the community. Really good to see this happening @ Ferris.
I liked the vocabulary word section as there were some I was unaware of.	The group section could be more productive if it was longer. There wasn't a lot of time to discuss with our group members.	All employees @ Ferris- including Ferris student staff.	Nice job facilitating today.
Ze zir Pronouns	Refreshments	Student employees, RSO's	Explain where they are from- how they are qualified to do

Got to see Kendree in action			this training.
Putting "it" out there will help those who don't know or understand.	Refreshments could be served	All University employees	Less time on Genderbread and more time on scenarios and thought provoking discussion.
The vocabulary was very helpful & the correct phrasing to use. I feel after this training I can be a much better ally.		Everyone that works on campus.	
Reason for moving away from using homosexual DSG, GSM, QUILT BAG		Everyone at Ferris get trained – great workshop	I truly appreciated the approach of the facilitators and the delivery of content. I would not make or suggest significant changes.
Why biphobia is getting more attention & why that is important	I think it went really well, perhaps a bigger space & building in a break half way through.	The entire campus. Talk about how it will help a person create an environment that is safe for everyone.	Well done!
To feel more comfortable in my interactions	Probably would be better to have more time to go through scenarios	Everyone- I would tell people that it could help them to feel less unsure when dealing w/ LGBTQ	They were both easy to ask questions of
I liked going over the terminology	Taking time to go over the scenarios more.	Anyone & everyone	I really liked the presentation of this material.

Openness of communication	I thought you both did a nice job.	Housing Staff Faculty & Administrators Community partners Student staff	
It's great to have open dialogue about a sensitive topic for many.	The Genderbread exercise is important in educating others about the complexity of identity. However, it was delivered in a confusing way (I do understand it was the first training so be kind to yourself!) Flipchart was hard to see & follow. Perhaps, provide examples of gender expression e.g. dress, communication style, mannerisms etc. Also, more time for open discussion/Q's	Everyone!	Thank you Pam & Brooke! You did great
		I think all employees should participate in the program. Do it or else...Just kidding. Pitch it as 2 hours about supporting our students.	Moe time/cleaner instructions are needed for the privilege purchasing. Over all more time is needed for group activities & other areas can be sped up a little.
I learned the different pronouns and some new terminology. I enjoyed everyone's	I think the more experience the trainers get the better it will be. I think it's set up really nicely	I'd recommend student workers in leadership roles throughout the various departments, especially the departments who work with a lot of students.	Thought facilitators did a really well job. Thought they handled questions

input today and openness to the conversation	and the trainers did a good job		well. It's a trick topic that can be uncomfortable, but they did great.
I really enjoyed the interaction w/ my colleagues  QUILTBAG is also something I'll never forget.	Student panel would add a great deal.	Yes. This is vital for anyone who works w/ people.	Attending to emotions in the room, Val's disclosure appeared to bring up some strong emotion.  Attending to that would have really strengthened and honored her experiences, and connected us as a group.  Moving away from allies just being straight/cis. Gay men can/should/do ally for trans, lesbian, bisexuals.
New terminology  I think we had a great conversation with people who have 1 <sup>st</sup> hand knowledge and experience w/ the LGBTQ community.		Everyone on campus & the general public.	The presentation was very informational.
That it's okay to ask questions and to be sure not to "out" someone. It's so important to be	I think it's hard to say only because for the fact that society is constantly changing & evolving. I guess just	Everyone. Especially those that work w/ others and/or students. Everyone!	Thank you for your openness & professionalism.

inclusive of all!	make sure to keep it current.		
Pronouns  Vocabulary		Anyone who is in customer service	
I learned a few words; heteronormativity & QUILT BAG acronym  I learned that I have many privileges	A break  More movement/action (talk 10mins, group activity 2mins, repeat)	All Ferris employees  This training helps us better support the unique needs and challenges many of our students/employees/friends/family  This training is transferrable to life beyond work.	
Training was great! More time if possible. Inclusive language was helpful	More time	All employees including students	
Learned how to be more inclusive of LGBTQ people  gender does not equal sexual orientation  small group trainings	More time for small group discussions	Anyone- FSU classes	

## T-T-T Participant Feedback Form

**Please answer honestly :)**

What is one thing that you learned from the training today? What did you enjoy about today's training?

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What could be improved for the next time this training is facilitated? How do you think this training could be improved?

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Who would you recommend this training to? What would you say to get them interested?

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Additional feedback for the facilitators? This could be in regards to material covered or the facilitation process.

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# Projected Budget Overview

	Requested Grant Funds	Funding from other sources	TOTAL BUDGET
<b>TRAINER STIPEND AND CURRICULUM:</b>  3-day Train-The-Trainer (two trainers)  Unlimited Access to Safe Zone Curriculum	\$5,000.00	\$1,000.00 (Student Life)	\$6,000.00
<b>TRAINER TRAVEL/MEALS:</b>  Travel/hotel/meals include airfare for the two trainers round trip from Seattle (1) and Austin (1) to Big Rapids,  2 days/3 nights at the Country Inn & Suites  1 room/two beds  3 dinners (trainers will eat breakfast and lunch with the participants at the training)	-0-	\$1,675.00 (FCTL)	\$1,675.00
<b>TRANSPORTATION (to/from G.R. Airport)</b>	-0-	\$ 71.00 (SCWK In-Kind)	\$ 71.00
<b>FOOD:</b>  Breakfast, lunch and snacks at training	-0-	\$ 480.00 (FCTL)	\$ 480.00
<b>PRINTING &amp; DUPLICATING:</b>  Printing of Safe Zone materials/binders and completion certificates	-0-	\$ 400.00 (CAS)	\$ 400.00
<b>PROMOTION:</b>  Posters/advertising for training	-0-	\$ 50.00 (Staff Dev Ctr.)	\$ 50.00
<b>ASSESSMENT TOOLS:</b>  Outcome surveys of T-T-T participants	-0-	\$ 25.00 (SCWK In-Kind)	\$ 25.00

<b>OTHER:</b>			
Books: Unlocking the magic of facilitation A Guide to Gender	-0-	\$ 500.00 (CAS)	\$ 500.00
<b>TOTAL:</b>	\$5,000.00	\$	\$9,201.00

## *Actual Budget Overview*

	Requested Grant Funds	Funding from other sources	<b>TOTAL BUDGET</b>
<b>TRAINER STIPEND AND CURRICULUM:</b>  3-day Train-The-Trainer (two trainers)  Unlimited Access to Safe Zone Curriculum	\$5,000.00	\$1,000.00 (Student Life)	\$6,000.00
<b>TRAINER TRAVEL/MEALS:</b>  Travel/hotel/meals include airfare for the two trainers round trip from Seattle (1) and Austin (1) to Big Rapids,  2 days/3 nights at the Country Inn & Suites  1 room/two beds  3 dinners (trainers will eat breakfast and lunch with the participants at the training)	-0-	\$1,773.51 (FCTL)	\$1,773.51

<b>TRANSPORTATION (to/from G.R. Airport)</b>	-0-	\$ 0.00	\$ 0.00
<b>FOOD:</b>  Breakfast, lunch and snacks at training	-0-	\$ 1,920.00 (FCTL + CAS)	\$ 1,920.00
<b>PRINTING &amp; DUPLICATING:</b>  Printing of Safe Zone materials/binders and completion certificates	-0-	\$ 400.00 (CAS)	\$ 400.00
<b>PROMOTION:</b>  Posters/advertising for training	-0-	\$ 50.00 (Staff Dev Ctr.)	\$ 50.00
<b>ASSESSMENT TOOLS:</b>  Outcome surveys of T-T-T participants	-0-	\$ 25.00 (SCWK In-Kind)	\$ 25.00
<b>OTHER:</b>  Books: Unlocking the magic of facilitation  A Guide to Gender	-0-	\$ 0	\$ 0
<b>TOTAL:</b>	\$5,000.00	\$ 4,693.51	\$9,693.51