

**Faculty Staff Diversity Mini-Grant Application.** Electronic submission is required. A signature page signed by each team member is required; please include a scanned/digitized copy with your submission or send the signature page separately to the Diversity and Inclusion Office.

**Project Title** (up to 25 words)

Safe Zone Train-the-Trainer Program

**List the members of the team and indicate their roles on the project. One member should be identified as Team Leader.**

- |              |                         |               |                          |       |
|--------------|-------------------------|---------------|--------------------------|-------|
| 1 (required) | <u>Mischelle Stone</u>  | Role on team: | <u>Project Leader</u>    | _____ |
| 2 (required) | <u>Joy Pufhal</u>       | Role on team: | <u>Sponsor/Funder</u>    | _____ |
| 3 (optional) | <u>Kevin Carmody</u>    | Role on team: | <u>Organizing Comm.</u>  | _____ |
| 4 (optional) | <u>Todd Stanislav</u>   | Role on team: | <u>Organizing/Funder</u> | _____ |
| 5 (optional) | <u>Jody Gardei</u>      | Role on team: | <u>Organizing/Funder</u> | _____ |
| 6 (optional) | <u>Dean Kristi Haik</u> | Role on team: | <u>Sponsor/Funder</u>    | _____ |
| 7 (optional) | <u>Wendy Samuels</u>    | Role on team: | <u>Sponsor/Funder</u>    | _____ |

**Contact Information for Team Leader:**

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**Project Summary/Abstract** If the application is approved the project summary will be posted on the Diversity and Inclusion Office website.

For the past fifteen years, Safe Zone pr(SZ) ogramming at FSU has been virtually non-existent. The programming that has been provided has largely been a result of the efforts of those working in Housing; however, that programming has relied on outdated materials, and there has been no systematic effort to train any of the SZ facilitators providing the training. Discussion by members of the Association of Ferris Employees (AFE) to resurrect and update the program have been stalled since 2010,, due in part to a lack of a current structure or mission for the group. A collaboration between the Faculty Center for Teaching and Learning, the Staff Center for Training & Development, the Office of Student Life, the College of Arts and Sciences, and the Department of Social Work seeks to bring experienced Safe Zone facilitators to campus to provide expert training for interested applicants to

rebuild and expand our Safe Zone network at Ferris State University. As the Safe Zone T-T-T training will be tailored specifically to address the FSU population(s), applicants who successfully complete the T-T-T program will be able to facilitate Safe Zone workshops for students, faculty and staff across FSU's many campuses. This model ensures that the FSU Safe Zone workshops offered by the trained FSU facilitators can be sustained in the future, and will help to amplify and synergize support for our LGBT students.

**Project Narrative.** Please be Concise. Structure your narrative as follows. Do not omit any section.

**1. Discuss the need for this project;**

LGBT students face unique issues and obstacles, not the least of which is a lack of safe spaces throughout the University to discuss issues related to coming out, class-related difficulties due to issues related to their sexual orientation or identity, and emotional trauma experienced as a result of homophobic prejudice and behavior. Though Ferris once had a viable Safe Zone Training Program (Safe Place), the program has become disjointed and outdated, and no longer utilizes best practices established through the National Safe Zone Project. Bringing experts in from the Project to train FSU students, staff, and faculty in SZ facilitation will assist in updating and systematizing this programming, thus providing the much needed support for our campus members to "deepen their understanding of LGBTQ+ identities and issues" (Safe Zone Project, n.d). It will also result in the creation of a skilled group of FSU SZ program facilitators on the main campus and at our state-wide locations for the foreseeable future.

**2. Provide a detailed description of the project, including how it will be implemented and the specific roles of each member of the team;**

The Safe Zone Project is a national organization with the mission and purpose to provide training to ensure that College and University Safe Zone programs remain up-to-date with leading pedagogy. Two experts in Safe Zone facilitation will come to Ferris State University's campus to provide a three-day Train-The-Trainer training for interested faculty, staff, and students. The goal of this will training to provide SZ facilitation training for 12-15 applicants, who, in turn, will make themselves available to conduct SZ workshops for students, staff, and faculty across FSU campuses. Those who complete the SZ workshops will be expected to make themselves available to be members of the "Safe Zones" across campuses, and will get a sticker to display to put up in their office, residence hall, or other location to communicate to the community that they have successfully completed this specific training.

As the Team Leader, Mischelle Stone has responsibility for writing and submitting the mini-grant application and, if funded, the final report. She will also participate with the other organizers in arranging for the trainers to travel to campus, and help with accommodations during their visit. She will also participate as a member of the screening committee for applicants, and work with Todd Stanislav to coordinate advertising for applications and publicity for the event itself. Todd Stanislav has responsibility for gathering information related to the costs associated with the travel and training and with room reservations for the training, and is also a sponsor/funder. He will also help the trainers develop a day-to-day training schedule and provide support services for use of the Learn Lab for training. Jody Gardei will serve as an applicant screener, as will Kevin Carmody. Everyone's participation on the applicant screening committee is contingent on their agreement not to be an

applicant themselves. Dean Haik, Wendy Samuels, and Jody Gardei (along with Todd Stanislav), are also funders of the training.

**3. Provide the timeline for the project. Be sure to specify at what point the grant will be considered complete. Final Report is due within 3 months after completion;**

The Safe Zone Train-The-Trainer training will take place for three days, March 26-28, 2018. Per the request of the trainers, who asked that we provide a training room with maximum trainer mobility and access to white boards, the Learn Lab in FLT 435 has been reserved from 8-5 each day. The trainers plan to arrive at the airport in G.R. Sunday evening, March 18<sup>th</sup>. They will be transported to Big Rapids that evening by members of the organizing committee, and returned to the airport on Wednesday evening by an organizing member.

Although the training sessions will be completed on Wednesday, March 28<sup>th</sup> at 5:00, it is estimated that the final report will be provided in June, 2018, following the completion of the first FSU Safe Zone Workshops facilitated by the newly certified Safe Zone trainers for FSU.

**Timeline Summary:**

November, 2017:	Organizing committee submits Diversity Mini-Grant Application to Committee
November, 2017:	Organizing committee finalizes and publicizes application process for T-T-T
December, 2017:	Firm up contract and travel arrangements with Safe Zone Project Trainers
January 30, 2018:	Deadline for T-T-T applications
February, 2018:	Organizing committee selects T-T-T participants from applications
February, 2018:	Applicants notified of T-T-T participant selection. (Those not selected for T-T-T will be given first priority in the facilitated Safe Zone workshop to be held in June, 2018).
March 26-28, 2018:	T-T-T Sessions at FSU. Pre and Post-training Assessments Administered
June, 2018:	First Safe Zone facilitated workshop conducted in collaboration with Faculty Center for Training & Development, the Staff Center for Training & Development, and the LGBTQ+ Center
June 30, 2018:	Final report submitted to Mini-Grant Committee

**4. Describe the target audience and indicate how many participants are expected. Discuss how the project will be publicized and promoted and, if appropriate, how participants will be selected.**

The target audience is 12-15 members of the state-wide FSU community who express a willingness not just to become a Safe Zone workshop facilitator, but also to commit to co-

facilitating 1-2 Safe Zone workshops across the FSU campuses each year. The invitation to apply for the T-T-T sessions will be announced in UW announcements, an e-mail distributed to college deans specifically and our off-campus locations via EIO, fliers placed strategically throughout campus, and an announcement on the placard holder outside of FCTL. Participants will be chosen by the members of the organizing committee after a thorough review of the application.

**5. Discuss specifically how the project relates to the current Ferris State University Diversity and Inclusion Plan;**

There are several Diversity and Inclusion goals addressed by this project, including creating a University that is respectful of differences and civil toward people who are different, building and maintaining an infrastructure that support diversity and promotes inclusion, and improving inclusivity by incorporating diversity and inclusion in significant ways in teaching, learning, and research. One of the outcomes of the T-T-T sessions is to provide skilled facilitator training to a wide variety of community members with a goal of having those members facilitate future SZ workshops. This will have the effect of broadening the impact of the 15-person T-T-T event held in March, and will ensure that FSU has a systematic curriculum to use in future workshops to prepare any FSU community member who has the desire to become a knowledgeable and inclusive SZ allies. The workshops will also have the benefit of helping faculty to embed inclusive language and knowledge into their courses. A tertiary benefit, though perhaps the most important one, is that it widens the support students have across our campuses to explore, discuss, and embrace their true identities. In doing so, FSU enhances its recruitment and retention of LGBTQ+ students. It may also have the effect of recruiting and retaining a diverse workforce, though this is not a measurable outcome associated with the T-T-T sessions. Lastly, it is just the right thing to do!

**6. List at least 3 measurable outcomes for this project/event. For each outcome, identify how it is connected with the Ferris State University Diversity and Inclusion Plan. Include a description of how the outcome will be assessed.**

- a) Participants will demonstrate knowledge of foundational LGBTQ vocabulary: This outcome specifically address the goal of building and maintaining an infrastructure that supports diversity and promotes inclusion, and improving inclusivity by incorporating it into teaching, learning, and research. Promoting inclusion through the use of inclusive language is a pedagogical strategy used in classrooms. It also encourages a more productive dialog about diversity and inclusion as it relates to LGBTQ+ and gender identities.
- b) Participants will demonstrate understanding of the importance of language in relation to creating affirming environments LGBTQ individuals: This outcome speaks to recruiting, retaining, and graduating a diverse student population, and recruiting, employing and retaining a diverse workforce. Our dialog is enhanced when we have a shared understanding of the meanings of words. When our dialog is enhanced, we are more capable of creating diverse, heterogeneous team that promote creativity and innovation, and this makes FSU a more attractive place to work.
- c) Participants will be prepared to facilitate Safe Zone workshops in the interest of support for LGBTQA individuals, community education and social change at FSU: This outcome speaks to FSU's commitment to involvement and empowerment, such that the dignity and worth of all people are recognized. The SZ workshops that emanate from the T-T-T

sessions signal FSU's committed to valuing and respecting the talents, beliefs, backgrounds, and ways of life of all of its community members. Further, the T-T-T session and subsequent workshops are consistent with the recommendation under Goal #1 (Create a University that is respectful of differences and civil toward people who are different) that FSU "provide diversity and anti-bias training annually for residence advisors, student government, and leaders of registered RSOs."

The first two outcomes will be assessed via a pre-post test administered at the T-T-T training. The pre and post test will focus on the amount of learning that has taken place with regard to knowledge of foundational language and their understanding the importance of language in creating affirming environments for LGBTQ+ students, faculty, and staff.

The third outcome may be measured somewhat longitudinally as not everyone will be asked to facilitate the June SZ Workshop. But we should have a good measure of interest at the end of the T-T-T training, and will have a good measure over a year when we document how many trainers have participated in facilitating the workshops within that year.

**Budget and budget Justification. Use the attached budget form. Required components are:**

1. **Itemized list of expenses with a brief explanation of each:** See attached
2. **Amount requested from the Faculty and Staff Diversity Mini-Grant.** See attached

**Final Report.**

A final report is required. Failure to submit the final report will exempt all team members from future mini-grant funding.

Expected completion date: June, 2018, following completion of the first FSU Safe Zone Workshop.

# 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	<b>\$5,000.00</b>	<b>\$1,000.00 (Student Life)</b>	<b>\$6,000.00</b>
<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-	<b>\$1,675.00 (FCTL)</b>	<b>\$1,675.00</b>
<b>TRANSPORTATION (to/from G.R. Airport)</b>	-0-	<b>\$ 71.00 (SCWK In-Kind)</b>	<b>\$ 71.00</b>
<b>FOOD:</b> Breakfast, lunch and snacks at training	-0-	<b>\$ 480.00 (FCTL)</b>	<b>\$ 480.00</b>
<b>PRINTING &amp; DUPLICATING:</b> Printing of Safe Zone materials/binders and completion certificates	-0-	<b>\$ 400.00 (CAS)</b>	<b>\$ 400.00</b>
<b>PROMOTION:</b> Posters/advertising for training	-0-	<b>\$ 50.00 (Staff Dev Ctr.)</b>	<b>\$ 50.00</b>
<b>ASSESSMENT TOOLS:</b> Outcome surveys of T-T-T participants	-0-	<b>\$ 25.00 (SCWK In-Kind)</b>	<b>\$ 25.00</b>
<b>OTHER:</b> Books: Unlocking the magic of facilitation A Guide to Gender	-0-	<b>\$ 500.00 (CAS)</b>	<b>\$ 500.00</b>
<b>TOTAL:</b>	<b>\$5,000.00</b>	<b>\$</b>	<b>\$9,201.00</b>