

Trans* Task Force Recommendations 2015

The Trans* Task Force was established in February 2015 to examine trans* inclusive practices across campus. The Task Force received guidance on campus policy from the Lesbian, Gay, Bisexual, Transgender (LGBT) Consortium of Higher Education *Suggested Best Practices for Supporting Trans* Students*. These best practices were created by the national subcommittee Trans* Policy Working Group in consultation with national services regarding student affairs and student support. The Trans* Task Force structured this report according to *Suggested Best Practices for Supporting Trans* Students* and reviewed current practices of the Hamilton College offices and functions listed below.

- Admission Office
- Campus Records and Documents
- Residential Life
- Student Health
- Counseling Center
- Athletics
- Physical Plant
- Diversity and Inclusion

Admission Office Recommendations

- I. Outside feedback, sources or subcommittees utilized:
 - a. A subgroup met to review campus databases and student records, which are created at the time of application.
 - b. Admission office staff reviewed peer inquiry cards, forms, and application questions.
- II. Current Practices:
 - a. The Office of Admission shares relevant information about the gender identity of incoming students so that other offices at the College can be appropriately responsive.
 - b. In solidarity and support of Trans* inclusive messaging to the campus and visitors, the Office of Admission will exchange the Siuda House “Restroom” signs with ones that match building design/decor but reflect the language adopted across campus – “All-Gender Bathroom.”
 - c. The Office of Admission (including tour guides, interns, etc.) is thoughtful about communicating to prospective families the sensitivity and care we as a campus are giving to Trans* students and Trans*-inclusive issues.
- III. Recommendations:
 - a. The Admission Team has reviewed peer institution practices by collecting peer inquiry cards/visitor forms and determined that the best practice is to ask about gender with an open-ended free response question. Many admission forms have

been updated to reflect this change and others will be updated throughout this cycle/year.

- b. The Library and Information Technology Services Team, in conjunction with the Admission Office and Registrar, will determine how best to capture in our database appropriate gender-specific information when disclosed on forms and applications.
- c. A field has been added in OnBase for admission officers reviewing applications to “flag” Trans* students so that this information can be passed to colleagues on campus for students who are admitted and enrolled. While not an official field in the student record, this is a good first step to have a systematic way to capture the information.
- d. The Admission Team will review Common Application member-specific questions and will determine potential changes to the Hamilton College member-specific questions about gender identity based on best practices in the field. Final determination scheduled for Summer 2016, with updates to the 2016 release of the Common Application.

Campus Records and Documents Recommendations

- I. Outside feedback, sources or subcommittees utilized:
 - a. [AACRAO Tracking Student Identity Preferences](http://www.aacrao.org/docs/default-source/PDF-Files/aacrao-march-2015-60-second-survey--tracking-student-identity-preferences-(1).pdf?sfvrsn=2) – March 2015
[http://www.aacrao.org/docs/default-source/PDF-Files/aacrao-march-2015-60-second-survey--tracking-student-identity-preferences-\(1\).pdf?sfvrsn=2](http://www.aacrao.org/docs/default-source/PDF-Files/aacrao-march-2015-60-second-survey--tracking-student-identity-preferences-(1).pdf?sfvrsn=2)
- II. Current Practices:
 - a. Currently there is no capacity delivered in our campus administrative system (known as Colleague) to track gender identity and preferred pronouns.
 - b. The system does contain a single data field called Preferred Name (Joe Smith) that may be helpful in the short term to assist us in being trans* friendly as soon as possible. Central Information Services is currently working with the Registrar and the LITS Help Desk to best accommodate current students until the recommended changes can be fully implemented.
- III. Recommendations:
 - a. Create new data fields in the Colleague system to store the following new fields
 - i. Gender Identity (list to be determined)
 - ii. Preferred Pronouns (list to be determined)
 - iii. Preferred Name (determine if we will use the one single field that exists or create a new Preferred First Name and Preferred Last Name)
 - b. Create a plan for how these new fields will be updated:
 - i. Incoming students:
 - o Import from Common Application and/or Hamilton Supplemental Questions if/when available
 - o Perform data entry during Admission reading process and hand this information off to Trans* Advocates to record in Colleague (if not placed

- directly into the new institutional fields described in Recommendations section a above during the Admission reading process).
 - ii. Existing students: Trans* Advocates will enter any pertinent information about students directly into the new institutional fields described in Recommendations section a above
- c. In addition, we must generate a comprehensive list of where this newly collected information should be disseminated to carefully consider where legal name is required. We must also create a list of applications and processes that require modification and prioritize the list to best serve the trans* student population. Additional training may be required for users to understand and utilize the new functionality in our systems for the trans* student population.

IV. Recommendations for Further Consideration:

- a. There are some processes on campus that may require legal first and last name to be issued. Employment, paychecks, W-2 production, financial aid information exchange with the government and possibly the name in the graduation program are examples that may require use of a student's legal name. The College needs to identify a comprehensive list of these processes.
- b. What is the impact on students if documents produced on campus (ID cards, etc.) do not match their legal name?
- c. There are many systems on campus and making sure that all systems are "aware" of these new fields for trans* students will be a large and ongoing effort.
- d. There may be an education effort needed for all staff using *Colleague* so they are aware of these new capabilities and remember to use the information available to them.
- e. Students need to have the ability to update annually information collected via the Common Application and Hamilton Supplemental questions.
- f. If a student self-identifies as trans* in the admission process, admission personnel need a place to record this information in *Colleague*.

Residential Life Recommendations

I. Outside feedback, sources or subcommittees utilized:

- a. Consortium of Higher Education LGBT Resource Professionals document *Suggested Best Practices for Supporting Trans* Students*.

II. Current Practices:

- a. The Office of Residential Life has worked intentionally to support trans* students in a variety of ways and has long included "expression of gender identity" in the office's State of Commitment to Multiculturalism on the office web page. Gender neutral housing has been available to new and returning students since the fall of 2010.
- b. A Write-In box for gender is provided on the new student housing questionnaire.
- c. Starting in the fall of 2015, all residence halls offered all-gender restroom options, enabling trans* students to live in any residence hall and know that an all-gender restroom is available.

- d. In the summer of 2015, professional residential life staff attended a training focused solely on trans* issues. Resident Advisors received focused training on promoting a trans* inclusive residence hall environment.
- III. Recommendations:
- a. The Gender Neutral Housing process and residence hall gender configurations by area will be reviewed and revised.

Student Health Recommendations

- I. Outside feedback, sources or subcommittees utilized:
 - a. Hamilton College Health Center personnel using guidelines provided by the American College Health Association (ACHA)
- II. Current Practices:
 - a. Students have the opportunity to indicate the name they use, and not just their legal name, on the Health Center's intake form. This chosen name is used when calling students in for appointments.
 - b. Prescriptions and lab orders are written in such a way that the name a student uses is called out at the pharmacy and lab.
 - c. The Health Center covers hormones and gender-affirming surgeries for students who are transitioning under student health insurance.
 - d. All-gender bathrooms are available in all areas of the Health Center.
 - e. Health Center staff, including student EMT's, attended a trans* focused ally training in August 2015
- III. Recommendations
 - a. Enable all students to self-identify their gender on the Health History form.
 - b. Include clear, complete information on websites and in health center literature about accessing trans*-related health care services.
 - c. Develop communication/reporting tool for all services, including trans* health services, so that students can provide feedback that could lead to improved services and care.
 - d. Identify local specialists to whom transitioning students can be referred for hormone treatment.

Counseling Center Recommendations

- I. Outside feedback, sources or subcommittees utilized:
 - a. World Professional Association for Transgender Health (WPATH) Standards of Care for the health of Transsexual, Transgender, and Gender-Nonconforming people, Version 7
 - b. http://www.wpath.org/uploaded_files/140/files/IJT%20SOC,%20V7.pdf
- II. Current Practices:

- a. Current staff is knowledgeable in trans* issues and 50% of counseling center staff (3/6) is LGBTQ identified. Staff includes one person who has intensive experience working with the trans* community and another who has personal experience in their immediate family.
- b. In terms of processes that would help us recruit and retain trans* identified applicants, the Counseling Center has posted recent openings on sites that would attract LGBTQ candidates. The Counseling Center would take proactive steps to retain a trans* identified staff member, if hired.
- c. In terms of recruiting and retaining trans* knowledgeable staff members, that is one of the areas of knowledge and skill that the counseling center seeks in applicants.
- d. Staff has attended a trans* focused training.
- e. All clinicians have attended ally training that was broadly focused on the LGBTQ community and included a trans* focus, and one staff member has extensive training on trans* issues specifically.
- f. Trans* students are able to self-identify on paperwork. Intake paperwork includes the question: "What is your gender identity?" which has the following choices: "woman, man, transgender, self-identify (open ended)".
- g. Students can identify a chosen name and be called by that name. Our EMR software has a preferred name field.
- h. We have identified providers in our general area who provide services to trans* students.
- i. The Director of the Counseling Center has provided therapy for students in the process of transitioning according to the standards of the discipline below: (see: http://www.wpath.org/uploaded_files/140/files/Standards%20of%20Care,%20V7%20Full%20Book.pdf).
- j. The Director can also provide a letter for students engaging in the transition process according to the standards of care identified above.
- k. The Counseling Center has an all-gender bathroom.
- l. All Counseling Center staff are on the trans* advocate team.

III. Recommendations:

- a. The Counseling Center will continue to require all clinical staff and office staff to attend trans* specific trainings.
- b. The Counseling Center will continue to offer an LGBTQ support group, subject to client interest.

Athletics Recommendations

I. Outside feedback, sources or subcommittees utilized:

- a. Athletics Subcommittee: Used to cover all facilities for athletics, physical education and recreation purposes.
- b. Members include Angel Mason – Associate Director of Athletics, Dave Thompson – Director of Blood Fitness Center & Campus Wellness, TJ Davis – Aquatics Director, and Kara McKeag – Assistant Athletic Trainer.

II. Current Practices:

- a. Athletic Training Clinic: One table in the general clinic that has a curtain around it. This table is used for privacy during exams if warranted. Individuals cannot have a confidential conversation in this area due to it being within the Athletic Training Clinic but it does give privacy for a physical exam.
- b. Physician Office: This office has a table and is completely private. The physician's office is located in the back corner of the Director of Sports Medicine's office, with a closeable and lockable door.
- c. Field House: The handicapped restroom on the main floor in track has been transitioned to an all-gender restroom.
- d. Pool Access ramp: The handicapped restroom at top of ramp before the locker rooms is now an all-gender restroom.
- e. Little Squash Center: There is an all-gender restroom between Team Room A and Team Room B. Like the field house handicapped restroom, this is a single use restroom. It does not have shower access but is accessible as a changing room.
- f. Blood Fitness Center: The first floor restrooms located at the back of the conference room are now all-gender restrooms. One restroom is multi-use and the other is single use.

III. Recommendations:

- a. Restroom at Pool Access ramp: Install several lockers that can be secured in the lounge area below the all-gender restroom for storage of clothing and valuables while individuals are swimming. The restroom space is insufficient for lockers and ADA compliance.
- b. Alumni Gym/Sage Rink: Add an all-gender locker room space on the lower level (where the old athletic training room was previously). There is water access as well as necessary space to have showers, toilets and a changing area with lockers. This space would serve individuals using Blood Fitness Center, Sage Rink, Bristol Pool, Scott Field House, and Little Squash Center.

IV. Recommendations for Further Consideration:

- a. The continuation of annual trans* training.

Physical Plant Recommendations

I. Outside feedback, sources or subcommittees utilized:

- a. Facilities Management and Planning Committee
- b. Steve Bellona, Associate Vice President of Facilities and Planning

II. Current Practices:

- a. In an effort to create a more trans* knowledgeable staff and team, the entire Physical Plant Team agreed to attend the informational trans* training.
- b. Physical Plant staff supported the creation of All-gender Restrooms across the campus.

III. Recommendations

- a. Single-use all-gender restrooms will be included in all future construction projects as a campus standard.

Diversity and Inclusion Recommendations

- I. Outside feedback, sources or subcommittees utilized:
 - a. Student Diversity Council Organization leaders
 - b. Davey Shlasko (Trans* Trainer of *Think Again Training*)
 - c. Dr. Carolyn Wolf-Gould, Md. (Transgender health practitioner and trainer)
 - d. Acey, A. Mercer, MSW (Senior Transgender consultant and clinician)
 - e. Phyllis A.H. Breland - Interim Director of DMC and Director of Opportunity Programs

- II. Current Practices:
 - a. Days Massolo Center
 - i. The Days-Massolo staff has coordinated all of the campus trans* trainings. This has included the following offices:
 1. Physical Plant
 2. Counseling Center and Student Health Center
 3. Athletics Department
 4. Staff
 5. Student Leaders
 6. Greek Life
 7. Faculty
 8. Trans* Advocate Team (multiple and ongoing trainings)
 - ii. The Days-Massolo Center has all-gender restrooms.
 - iii. Trans* related programming has increased with student collaboration and inclusive approaches.
 - iv. The former Director of the Days-Massolo Center, Amit Taneja created the Trans* Advocate Team—a committee that advocates and supports all-gender varying students.
 - v. Additionally, all members of the Days-Massolo senior staff have been trained.

 - b. Opportunity Programs
 - i. Opportunity Programs work closely with Residential Life regarding housing and rooming choice options during the summer program and reaches to students who answered “prefer” to gender neutral housing questionnaire.
 - ii. An "inclusiveness exercise" was incorporated into the summer program staff training “Routine for Learning” class during the summer program to increase discussion and awareness.
 - iii. The Opportunity Programs webpage was updated for inclusivity practices.

- III. Recommendations:

- a. Create a “training for trainers” program where Hamilton students, staff and faculty have the education and resources to train their departments/staff.
- b. Have additional, tailored trainings for specialized campus groups/departments across campus (e.g. Campus Safety, Student Medical Organization).
- c. Incorporate transgender-related resources and material into all diversity/inclusion trainings (i.e. orientation, greek life, off-campus study).
- d. Widen diversity programming within the trans* network (e.g. workshops on trans* intimate partner violence).
- e. Assist with the creation of a website that includes transgender resources such as: restroom maps, language guides, and campus information.

IV. Recommendations for Future Consideration

- a. There is a pending follow-up to the *Suggested Best Practices for Supporting Trans* Students* that examines transgender people of color. Accordingly, further examination regarding transgender students of color and the complexity of their narratives is essential.
- b. Additional collaborations and recommendations regarding off-campus study preparation for transgender students is essential.

Additional Information and Conclusion:

The Trans* Advocate team is currently working and meeting to expand the current recommendations into practice for Hamilton College students. The Trans* Advocate team will be working with Interim Director of the Days-Massolo Center and Director of Opportunity Programs, Phyllis Breland on including other strategies of coalition building across campus.

Trans* Task Force Members

- Travis Hill, Assistant Dean of Students for Residential Life and Co-Chair
- Kimberly Williams, Associate Director of the Days-Massolo Center and Co-Chair
 - Daphne Assimakopoulos 17'
 - Connor Cantrell 16'
 - Brenda C. Davis, Assistant Director of Opportunity Programs
 - Lily Johnston 16'
 - Philip Klinkner, James S. Sherman Professor of Government
 - Jeff Landry, Associate Dean of Students for Health and Safety
 - Alfio LaRocca, Assistant Director of Business Operations
 - Angel Mason, Associate Director of Athletics
 - Anna Mowat 18'
 - Noelle Niznik, Acting Director of Student Engagement and Leadership
 - Laura Lee Smith, Assistant Dean of Admission, Coordinator of Diversity Recruitment
 - Marty Sweeney, Director of Enterprise Information Systems
 - David Walden, Director of Counseling Services