

**OPERATING PAPER**  
Members of Safe Zone  
Office of Institutional Diversity and Inclusion  
Adopted: September 3, 2013

**Purpose of this Paper**

This operating paper is developed and adopted by the members of Safe Zone. The paper describes the function and structure of Safe Zone. It further stipulates procedures for joining Safe Zone and becoming a co-chair.

**Mission and Goals**

Safe Zone's mission at SIUE is to develop a campus community of allies and provide support to lesbian, gay, bisexual, and transgender (LGBT) students, faculty, and staff with the ultimate goal of developing SIUE as a safe and welcoming place for LGBT people.

**Priorities**

The following represents the priorities of Safe Zone with respect to its operation:

1. Train allies – Safe Zone will offer two training opportunities a year, typically once each semester. Additional trainings may be conducted upon request by particular campus groups.
2. Advocate for the LGBT community.
3. Educate on LGBT issues.
4. Outreach to the university and local community.
5. Assess LGBT issues and Safe Zone's effectiveness.

**History**

Safe Zone began in fall of 2000 when a representative from SIUC provided the first ally training to approximately 35-40 SIUE faculty and staff. Additional training was provided later as a "Train the Trainer" program for ally training. Faculty and Staff in attendance formed a committee of volunteers who provided 2-3 ally training sessions per year, and 2 committee meetings each year. The purpose of Safe Zone was to train Faculty and Staff as Allies who would help LGBT students on campus. In 2005/2006, a small sub-group within Safe Zone worked diligently to obtain benefits for LGBT faculty and staff.

## **Funding**

Safe Zone is funded by the Office of Institutional Diversity and Inclusion. An annual operating budget shall be submitted and approved by the Associate Provost for Institutional Diversity and Inclusion.

## **Reporting**

Safe Zone reports to the Office of Institutional Diversity and Inclusion. An annual report shall be submitted every June and the report will be provided at the first Safe Zone meeting of the fall semester.

## **Assessment**

Safe Zone shall utilize the following assessments:

1. Campus Climate index
2. Ally training feedback
3. Strategic plan
4. Other assessments as are deemed appropriate

## **Structure**

All members of Safe Zone are volunteers and take on the following roles and responsibilities in addition to their paid work functions within the university:

1. Co-chairs
2. Ally trainers
3. Media coordinators - newsletter, website, marketing
4. Ad hoc committees – these committees may vary from year to year depending on the particular goals of Safe Zone.

## Position Descriptions/Administrative Functions

1. Co-chairs – These individuals shall hold the position for two academic years and shall perform and/or are tasked with the following:
  - Regular coordination of campus-wide open meetings (minimum of one per semester)
  - Regular communication to Safe Zone committee members (e-mail, meetings, telephone)
  - Dissemination of meeting minutes to Safe Zone members
  - Coordination of programs and events sponsored by Safe Zone
  - Advocacy for the concerns of LGBT faculty, staff and students when appropriate
  - Consideration of policies and practices that affect LGBT students, faculty, and staff
  - Creation and oversight of ad hoc committees
  - Completion of the annual report which is submitted to the Associate Provost for Institutional Diversity and Inclusion
  - Completion of the Annual LGBT Campus climate Index in conjunction with Associate Provost for Institutional Diversity and Inclusion
  - Communication with the Associate Provost for Institutional Diversity and Inclusion regarding the activities of Safe Zone
  - Creation of an annual budget and management of fiscal resources
  - Collaboration with other offices and groups as appropriate including but not limited to; Gay-Straight Alliance, Delta Lambda Phi, Kimmel Leadership Center, Human Resources, Office of Institutional Diversity and Inclusion
2. Member – Any individual who has completed ally training and agrees to be on the ally list (the ally list can be found on the Safe Zone website: <http://www.siu.edu/lgbt/>.)
3. Active Member – A member who has attended a minimum of one meeting or event in an academic year or is a member of an ad hoc committee.
4. Ally Trainers – Individuals who plan, coordinate, and conduct the ally training program that is administered at least once a semester.
5. Media Coordinators – Individuals who handle all media communication (website, newsletter, press releases and various social media outlets) on behalf of Safe Zone.
6. Student Ambassadors – Students who are active members of Safe Zone that have been selected to advocate for the student population on LGBT issues.
7. Student Ambassador Coordinators – Individuals who supervise the efforts of Safe Zone's student ambassadors.

## Procedures

1. There shall be a minimum of two meetings per academic year. These meetings are open to all Safe Zone members and guests invited by the Safe Zone co-chairs. An agenda shall be provided and meeting minutes sent via e-mail to those in attendance as well as all Safe Zone members.
2. Ally training shall take place at least once a semester. The co-chairs will set the date for ally training in consultation with ally trainers. Ally trainers will volunteer to provide the scheduled trainings. Additional training opportunities may be arranged by request.
3. To become an ally trainer, an active member must volunteer for the position by indicating interest to one of the co-chairs. They will be assigned to shadow current ally trainers. They will then be added to the list of trainers and will be invited to provide regularly scheduled and additional trainings.
4. The process for becoming a Co-Chair is as follows:
  - One must be an active member of safe zone (see position descriptions for definition)
  - The announcement of an opening shall take place at the first spring semester meeting
  - An individual will express interest in the position by contacting the current Co-Chair(s)
  - The current Co-Chairs will select the new Co-Chair(s) utilizing whatever methods they deem to be appropriate
  - In the event of an unexpected vacancy the process will begin as laid out above
  - If no active members express an interest in the position the exiting Co-Chair may choose to stay in the position for another two years. This ensures one existing co-chair remains each year.
  - Prior Co-Chairs are permitted to return to the position
5. Media Coordinators are either appointed by the Co-Chairs or volunteer to take on various media related responsibilities. All media must be approved by one of the Co-chairs and shared with the Associate Provost of Institutional Diversity and Inclusion prior to release. Media must include the Office name along with the Safe Zone name and logo.
6. The operating papers can be modified by any member proposing a change. The committee will discuss and vote on proposed changes at the next general meeting.