



**REPORT OF THE NCAA DIVISION III  
LGBTQ WORKING GROUP  
MARCH 13, 2018, TELECONFERENCE**

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Welcome and roster.** The NCAA Division III Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Working Group commenced business at 4 p.m. Eastern time Tuesday, March 13. The chair, Neil Virtue, welcomed the group, and staff conducted a roll call.
2. **Report of February 9 teleconference report.** The working group reviewed and approved the teleconference report.
3. **Mission statement.** The working group reviewed its mission statement. The mission statement is a living document and henceforth may be modified at any time.
4. **Discuss next steps.** The working group discussed the five Division III-specific, LGBTQ initiatives identified during the February 9 teleconference. Ultimately, the working group ranked the following initiatives, in order of highest priority, in preparation for the Division III Strategic Planning and Finance Committee (SPFC) teleconference in June, wherein the working group's priority list will be an action item for inclusion in the 2018-19 Division III budget:
  - a. Banner/poster campaign.
  - b. Policy template language.
  - c. Recognition event.
  - d. Train-the-trainer program.
  - e. NCAA resource communication plan.

Staff noted that the banner/poster campaign and the train-the-trainer program would bear the greatest expense, noting that the banner/poster campaign would likely be a one-time expense of approximately \$75,000 - \$100,000 and the train-the-trainer program would be an annual recurring expense of approximately \$60,000 - \$80,000. Staff also noted a

recognition event would cost approximately \$10,000 - \$15,000. The policy template language and NCAA resource communication plan initiatives would share a nominal cost.

While the working group also noted the Division III membership's ambiguity for feedback and support for a recognition event, it expressed an interest to continue exploring potential recognition opportunities. The working group discussed the first three initiatives in detail. Time did not permit the working group to discuss the other priorities. The working group agreed to discuss these priorities on its April teleconference.

Below is a summary of the discussion:

- a. Banner/poster campaign. Staff informed the working group that it had consulted with the NCAA office of legal affairs and communications to determine next steps and to identify potential concerns. Communications recommended collaborating with the NCAA's third-party vendor, Section 127, a creative and marketing agency. Immediate steps include the working group and the NCAA Division III Student-Athlete Advisory Committee (SAAC) completing a strategic communication worksheet to assist Section 127 in understanding the desired outcomes. Staff will collate the feedback for discussion on the working group's next teleconference. The goal is to have the branded materials developed and distributed to the membership (institutions and conferences) in early-August.
- b. Policy template language. The working group will solicit their colleagues for existing LGBTQ handbook policies for student-athletes, coaches/athletics administrators and conference offices. The working group discussed if it should develop multiple policy templates to account for the diversity of institution-type in Division III or create a template with foundational questions for institutions and conferences to use as a guide. A final decision will be made on the next teleconference as the goal is to distribute the information in early June.

The working group agreed to establish two subgroups: a banner/poster campaign subgroup and a policy template language subgroup. Staff requested working group members to indicate via email their subgroup preference.

- c. **NCAA resource communication plan.** The working group discussed strategic methods to ensure the Division III membership is aware of and can access resources produced by the office of inclusion and Division III. Suggestions included:
  - Email correspondence at strategic times of year (e.g., beginning of each academic term; Pride Month (June); National Coming Out Day [November]);
  - Focus communication style and platform based on intended audience (e.g., social media correspondence for student-athletes; email to administrators);
  - Produce a video and corresponding written information on where and how to access NCAA resources; and
  - Ensure all resources produced by the office of inclusion are also accessible on the Division III Diversity and Inclusion webpage.
- 5. Future teleconferences.** Staff will send a Doodle request to determine availability for the next three teleconferences (e.g., late-April after the Division III SAAC in-person meeting; June before the Division III SPFC in-person meeting; and August after the banner/poster campaign distribution). Staff also will provide the following reminders:
  - a. Complete and email the strategic communication worksheet for the banner/poster campaign initiative;
  - b. Email their LGBTQ-inclusive athletics department, institutional and/or conference policies, if applicable;
  - c. Indicate preference to participate in the banner/poster campaign or the policy template language subgroup.
- 6. Adjournment.** The meeting adjourned at 5 p.m.

NCAA Division III LGBTQ Working Group Agenda

March 13, 2018

Page No. 4

*Staff Support: Louise McCleary, Division III Governance  
Jean Merrill, Office of Inclusion*

<b>NCAA Division III LGBTQ Working Group March 13, 2018, Teleconference</b>	
<b>Attendees:</b>	
Mikayla Costello, Willamette University; Northwest Conference.	
Malcolm Huggins, State University of New York at Oswego; State University of New York Athletic Conference.	
R. Brit Katz, Millsaps College; Southern Athletic Association.	
Christopher Kimball, California Lutheran University; Southern California Intercollegiate Athletic Conference.	
Kyrstin Krist, Methodist University; USA South Athletic Conference.	
Emet Marwell, Mount Holyoke College; New England Women's and Men's Athletic Conference.	
Michael Vienna, Emory University; University Athletic Association.	
Neil Virtue, Mills College; Independent.	
<b>Absentees:</b>	
Margaret Drugovich, Hartwick College; Empire 8.	
Julie Shaw, Women's Sports Foundation.	
<b>NCAA Staff in Attendance:</b>	
Louise McCleary, Jean Merrill, Amy Wilson.	