Gender Equity Resources

Local 1600 Cook County College Teachers Union

A Report by the Local 1600 Gender Equity Committee
July 2023

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Introduction

The Gender Equity Committee is a continuation and revisioning of the Committee on the Status and Rights of Women. When the committee first met in August 2020, we discussed this name change as a priority so as to represent all of our union members who may face gender discrimination and oppression, including women, trans, and non-binary members. Our revised mission statement further reflects the work we want to do and how we want to do it, which is by recognizing and addressing the issues at the intersection of gender and our other identities.

The Gender Equity Committee shall recommend and advocate for policies and programs to support the work and advancement of women, trans, nonbinary, and gender-nonconforming workers. The committee's work seeks to protect against and dismantle oppressive systems within higher education by identifying and addressing concerns at the intersections of gender and other identities, including race, ethnicity, sexuality, disability, and class. This work is done in solidarity with the global movement for workers' rights.

Our work since then has focused on education and awareness through a series of events, creating a template for changing to non-gendered bylaw and contract language, and finding ways that we can support and advocate for resources to ensure gender equity across all member campuses

The Gender Equity Resources project began in the summer of 2021 as a way to bring together information across Local 1600 campuses about the resources that materially impact gender equity for employees and students. The resources documented have been self-reported from individuals on each campus or gathered by committee members through publicly available information. We sent a survey to all chapter chairs and then connected with union members in similar positions to the committee members at each campus (for example, Tish Hayes, a librarian at Moraine Valley sent emails to librarians at each institution represented by Local 1600). We see this work as a reference source for Local 1600 members to know what is available on their own and other member campuses. We hope that by sharing this information and highlighting exemplary practices, it becomes easier to advocate for more resources where needed and to connect with others for information and solidarity.

Resources

Initially, we collected information on various resources beyond those listed here, including food pantries and accessible wayfinding. As we proceeded, we recognized the value of including equity resources for race, age, and other domains. While we envision a more comprehensive equity guide in the future, for now, we focus explicitly on gender-related resources, recognizing that everything is interconnected with gender.

<u>Menstrual Supplies</u>: Following the enactment of House Bill 641 in 2021, community colleges must provide menstrual supplies for free in public restrooms. However, the implementation of

these new measures has been inconsistent. Moreover, menstrual supplies are not available in men's restrooms, which perpetuates the erasure of men who menstruate.

<u>Gender Non-Specific Restrooms</u>: The colleges offer a variety of restrooms that are designated as gender non-specific, including both single-occupancy and multiple-occupancy options. Gender non-specific restrooms are accessible to all individuals, regardless of their gender. A single-occupancy restroom is equipped with one toilet, one sink, and a locking door, while a multiple-occupancy restroom includes multiple lockable stalls and a non-locking door.

<u>Lactation Rooms</u>: Currently, lactation rooms (a room other than a toilet) are only legally required to be provided for employees of the college. However, <u>public schools are required to make lactation spaces available to students</u>, so we recommend colleges work to make this space available to students regardless of the legal requirements.

<u>Living Names</u>: Employees and students should be able to use a name other than their legal name. Among people who go by a name other than their legal name, there is debate about what this name should be called. For the purposes of this report, we refer to this name as a "living name" as opposed to a legal name/deadname. Each school refers to the living name in a different way. Changing one's living name should be achieved through an online form submission process, which would trigger updates to learning management systems, email, photo ID cards, and other relevant systems. Additionally, colleges should maintain and provide a comprehensive list of locations where an individual's legal name is used versus their living name.

<u>Gender Equity Committee</u>: Various colleges have campus committees that focus on gender equity.

Gendered Contract Language: We also explored whether the collective bargaining contracts contained gendered language. Many contracts use a "generic he" to describe a hypothetical member. Contracts also regularly include "he or she" and rarely "she or he". Contracts often discuss "chairmen", "spokesman", and so on. City colleges faculty addressed this issue by exclusively using "generic she" and including a disclaimer that it covers everyone. Other contracts have similar disclaimers. Truly equitable contracts would be devoid of any gendered language, which is currently not the case for any contracts.

Harold Washington College

Menstrual Supplies: Available in all women's restrooms. Also available from the Wellness Center

Gender Non-Specific Restrooms:

- Single occupancy None reported
- Multi-user None reported

<u>Lactation Room</u>: Check in at Human Resources.

Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee:

 Has a Diversity, Equity, and Inclusion Committee as part of their "Strategic Planning Council" but nothing specifically gender-based.
 https://www.ccc.edu/colleges/washington/departments/Pages/Academic-Affairs.aspx

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

- The 2018-2022 Faculty & Training Specialists contract contains the disclaimer: "Whenever the feminine gender is used, it shall include the masculine and gender neutral language." The contract contains multiple instances of the generic "she" and "her". The contract also contains multiple instances of the generic "chairman".
- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

Harper College

Menstrual Supplies: Available in some women's and some gender non-specific restrooms.

Gender Non-Specific Restrooms:

- Single occupancy 11 gender-nonspecific bathrooms are listed on the website, and all new buildings are required to have one
- Multi-user None reported

<u>Lactation Room</u>: Contact Health Services at 847.925.6268 to acquire a key to the lactation room on the first floor of building C.

<u>Living Names</u>: To change their "Chosen Name," students are required to complete an online form. The <u>website</u> indicates where chosen names and legal names are used. The Chosen Name is updated across several systems, including MyHarper Portal,

Registration, Blackboard, Class Rosters, Degree Works, and ID cards. However, the legal name will still be used on official transcripts, financial aid documents, student accounts, billing notices, IRS forms (1098T, 1099, and W-2), employment applications, employment documents, SEVIS, and responses to enrollment and degree verification requests. It is unclear whether email is included in this policy.

Gender Equity Committee:

- There is a Diversity and Inclusion committee as part of the faculty senate: https://drive.google.com/file/d/1vzYX-SI9IIhcoQgK8K8qoeVCtrSkbVxf/view (Under Institution/Resource)
- They have an Office of Diversity and Inclusion https://www.harpercollege.edu/equity/index.php

<u>Gendered Contract Language</u>: There are two bargaining units at Harper, each with its own contract.

- The 2017-2022 Faculty Senate contract contains unnecessarily gendered language. References to the president use "he" and "his". There is a reference to "journeyman" standing. The only "she" appears in the parental leave section.
- The 2019-2023 Professional/Technical contract contains a reference to "he or she".

Harry S Truman College

Menstrual Supplies: Available in all women's restrooms. Also available from the Wellness Center.

Gender Non-Specific Restrooms:

- Single occupancy 2
- Multi-user None reported

<u>Lactation Room</u>: Check in with security on the ground floor. (They have a "mothers' room" from 8 am to 8 pm)

Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee:

Diversity and Inclusion Committee
 https://www.ccc.edu/colleges/truman/departments/Pages/Truman-College-Diversity--Inclusion-Committee.aspx

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

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- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

Kennedy-King College

Menstrual Supplies: No information

Gender Non-Specific Restrooms:

- Single occupancy None reported
- Multi-user None reported

Lactation Room: Check in at Human Resources.

Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee: Email sent to the president of the Faculty Council. No reply.

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

The 2018-2022 Faculty & Training Specialists contract contains the disclaimer:
 "Whenever the feminine gender is used, it shall include the masculine and gender

- neutral language." The contract contains multiple instances of the generic "she" and "her". The contract also contains multiple instances of the generic "chairman".
- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

Malcolm X College

Menstrual Supplies: No information

Gender Non-Specific Restrooms:

- Single occupancy None reported
- Multi-user None reported

<u>Lactation Room</u>: Proceed to Room 1309. The sign on the door will let you know if the room is available or occupied.

Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee: Email sent to the president of the Faculty Council. No reply.

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

- The 2018-2022 Faculty & Training Specialists contract contains the disclaimer: "Whenever the feminine gender is used, it shall include the masculine and gender neutral language." The contract contains multiple instances of the generic "she" and "her". The contract also contains multiple instances of the generic "chairman".
- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

Moraine Valley Community College

- Menstrual Supplies: Available in some women's and some gender non-specific restrooms.

 Although some vending machines have been modified to dispense the supplies free of charge, the price tag on the machines still reads 25 cents.
- Gender Non-Specific Restrooms: Most campus buildings have multiple-occupancy, gender non-specific restrooms. There are single-occupancy, gender non-specific restrooms in the U and H buildings. There is no wording on the restroom signs to identify the restrooms as "all gender" restrooms. Signage includes a "woman shape" and a "man shape" side-by-side. There are no gender non-specific restrooms in the G, P, and S buildings.
- <u>Lactation Room</u>: People who are nursing can use rooms L269 and G281. Students acquire a code to the rooms from the Student Life office (U115). It is unclear how employees acquire the code.
- Living Names: In Fall 2017, students could change their "chosen name" in person, but this policy was not officially documented and was only communicated informally. In August 2018, a paper form was introduced, but had to be submitted in person two weeks prior to the semester. As of October 2021, the form no longer required advanced notice, but still needed to be submitted in person. As of June 2023, students can print the form and email it to the registration office. Students can take their printed schedules, which show legal and living names, to the ID desk to get an ID card with the updated first name. The June 2023 update is not officially documented anywhere and is only communicated informally. The chosen name is only displayed on Canvas and ID cards, while the legal name appears on official academic records, email, computer login screens, and more. The college doesn't provide a list of where each name is used.
- <u>Gender Equity Committee</u>: As of Feb 22 they have a Diversity, Equity and Inclusion Executive Director but no committee found. While the full-time faculty union has a gender equity committee, there is not one for the college overall.
- <u>Gendered Contract Language</u>: Moraine Valley has four bargaining units, each with its own contract.
 - The 2018-2022 Faculty Association contract contains a few instances of "he or she", "he/her", "his or her". Refreshingly, there is an instance of "her or his". There is an instance of the generic "spokesman".
 - The 2019 2022 Adjunct Faculty Organization contract contains a few instances of "he or she" and "his or her". There is also a generic "his".
 - The 2018 2022 Support Staff Association contains a few instances of "he or she" and "his or her". There are multiple instances of the generic "he" and "his".

 The newest bargaining unit for Professionals is still negotiating the first contract as of July 2023.

Morton College

Menstrual Supplies: Available in all women's restrooms

Gender Non-Specific Restrooms:

- Single occupancy Currently working to change 2 labeled M/W to gender non-specific
- Multi-user None reported

<u>Lactation Room</u>: The website does not list a lactation room, and the survey respondent said there is no lactation room.

<u>Living Names</u>: Morton College's website does not mention any options for changing a student's living name. Staff at the registration, admissions, and library offices were unable to provide information on how to change one's name.

Gender Equity Committee: Email sent, no reply.

Gendered Contract Language: Morton has two bargaining units, each with its own contract.

- The 2019-2024 Faculty contract contains several instances of "he or she", "his/her", and "his or her". It also contains the generic "chairman".
- The 2019-2024 Faculty contract contains several instances of "he or she", "his/her", and "his or her". It also contains instances of a generic "his".

Oakton College

Menstrual Supplies: Available in all women's restrooms.

Gender Non-Specific Restrooms:

The responses varied from person to person and need confirmation/clarification

- We have 9 gender non-specific restrooms, but unsure how many are single-user
- Single occupancy there are a few single-stall restrooms in the Enrollment Center on the Des Plaines campus. However, the college is working on a plan for gender-neutral/inclusive restrooms on both campuses.
- Multi-user In Des Plaines, we have three gender non-specific restrooms on the main campus and two in the Lee Center (our science building). In Skokie we have two gender non-specific restrooms

- Lactation Room: To reserve Room 2556 on the Des Plaines campus for lactation, contact the Office of Student Affairs at 847.635.1739 during business hours. Employees can contact Human Resources at 847.635.1675 during business hours to reserve either space. Public Safety should be called after hours at 847.635.1880. On the Skokie campus, rooms B209 and B217 are used for lactation. Students, employees and guests can reserve a room by contacting the Division of Business and Career Technologies office at 847.635.1910.
- <u>Living Names</u>: Oakton College's website does not mention any options for changing a student's living name. Students need to email the "Change of Record" form to the Enrollment Center, but there is no explanation about how this process works and what systems are affected.
- <u>Gender Equity Committee</u>: They have an LGBTQIA2+ Advisory Council

 <u>https://www.oakton.edu/life-at-oakton/diversity-at-oakton/lgbtqia2-at-oakton/lgbtqia2-advisory-council.php</u>
- Gendered Contract Language: The 2021-2025 Classified Staff contract refers to a "chairman". Otherwise, the contract uses they/them pronouns throughout.

Olive-Harvey College

Menstrual Supplies: Available in women's and gender non-specific restrooms.

Gender Non-Specific Restrooms:

- Single occupancy 3
- Multi-user None reported
- <u>Lactation Room</u>: Contact the Facilities Department to reserve the room and ask Security to unlock the door when you arrive.
- Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee: Email sent to the president of the Faculty Council. No reply.

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

- The 2018-2022 Faculty & Training Specialists contract contains the disclaimer: "Whenever the feminine gender is used, it shall include the masculine and gender neutral language." The contract contains multiple instances of the generic "she" and "her". The contract also contains multiple instances of the generic "chairman".
- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

One Million Degrees

Local 1600 members from the One Million Degrees chapter work at various city colleges. Refer to the specific colleges for more information.

<u>Gendered Contract Language</u>: The One Million Degrees contract contains an instance of "his/her".

Prairie State Community College

Menstrual Supplies: Available in women's restrooms

Gender Non-Specific Restrooms:

- Single occupancy None reported
- Multi-user None reported

<u>Lactation Room</u>: The website does not provide any information about a lactation room. A survey respondent stated that there is a lactation room with instructions on the door.

<u>Living Names</u>: Prairie State's website does not mention any options for changing a student's living name. Students need to email Enrollment Services. Their "preferred name" goes into class rosters and the learning management system. It does not go into email. There is no listing of which places contain the preferred name and which contains the legal name.

Gender Equity Committee:

- There is an Equity and Inclusion Office, but it doesn't address gender specifically https://prairiestate.edu/student-services/equityandinclusionoffice.aspx
- Position of Dean of Equity and Inclusion is vacant

Gendered Contract Language: The 2021-2024 Support Staff contract contains they/them pronouns, but also contains multiple instances of the generic "his" and "chairman".

Richard J. Daley College

Menstrual Supplies: No information.

Gender Non-Specific Restrooms:

- Single occupancy None reported
- Multi-user None reported

<u>Lactation Room</u>: There is no lactation room, but accommodations can be made by contacting the Human Resources Department. In the section about Daley College, the <u>City</u> Colleges of Chicago Lactation Room Guide refers to this room as a "Mother's Room".

Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee: Email sent to the president of the Faculty Council. No reply.

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

- The 2018-2022 Faculty & Training Specialists contract contains the disclaimer: "Whenever the feminine gender is used, it shall include the masculine and gender neutral language." The contract contains multiple instances of the generic "she" and "her". The contract also contains multiple instances of the generic "chairman".
- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

South Suburban College

Menstrual Supplies: Available in women's restrooms.

Gender Non-Specific Restrooms:

Single occupancy - 1 accessible and 1 that is generally locked

Multi-user - None reported

Lactation Room:

<u>Living Names</u>: South Suburban's website does not mention any options for changing a student's living name. According to the Registration office, there is no living name policy. Name changes only take place when a name is legally changed.

Gender Equity Committee: Nothing found.

<u>Gendered Contract Language</u>: South Suburban has three bargaining units, each with its own contract.

- The 2020-2024 Faculty contract contains a generic "him". There is a "her" in the parental leave section. There are two instances of the generic "chairman".
- The 2021-2025 Adjunct Faculty contract contains they/them pronouns, but also contains an instance of "he/she". There are two instances of the generic "chairman".
- The 2020-2022 Support Staff contract contains a "her" in the parental leave section. There are two instances of the generic "chairman".

Triton College

<u>Menstrual Supplies</u>: Available in women's restrooms. Also available from nursing and counseling.

Gender Non-Specific Restrooms: Only in non-student areas - labeled "all gender restroom"

<u>Lactation Room</u>: Yes

<u>Living Names</u>: Students can add a "Chosen name" by submitting an online form. There is no comprehensive list of what name gets used where. It is unclear what name appears on email.

Gender Equity Committee: None. DEI committee was disbanded.

Gendered Contract Language: Triton has three bargaining units, each with its own contract.

- The 2021-2025 Faculty Association contract contains a disclaimer on the first page: "All
 references to persons apply equally to all genders and do not imply in any way a
 discrimination of other genders." The contract contains instances of "he or she" and "his
 or her".
- The 2022-2026 Mid-Managers contract also contains a disclaimer on the first page: "All
 references to persons apply equally to all genders and do not imply in any way a
 discrimination of other genders." The contract contains "his/her" and "he/she". It also
 contains a generic "himself".

• The 2023-2027 Classified Staff contract contains a different disclaimer on the fifth page: "Masculine references, i.e., he, his, and him used in this contract include the female equivalent, i.e., she, hers, and her." The contract then contains multiple instances of the generic "he" and "himself". The only "she" is in the parental leave section.

Wilbur Wright College

Menstrual Supplies: No information

Gender Non-Specific Restrooms:

- Single occupancy None reported
- Multi-user None reported

<u>Lactation Room</u>: Check in at the security desk.

Living Names: As of March 2016, City Colleges students have been able to submit a paper form to update their "Preferred First Name." However, students are only permitted to change their preferred first name once per academic year. The form indicates where preferred names and legal names are used. This preferred name is reflected in the Student Services Center, Campus Solutions grade and class rosters, the welcome banner in the student portal, Brightspace, and Gradesfirst. The preferred name is utilized across all student record systems, except in cases where the legal name is required for legal purposes, financial aid, business, or other records-related matters. It is worth noting that there is no mention of email in this policy.

Gender Equity Committee:

<u>Gendered Contract Language</u>: City Colleges have three bargaining units, each with its own contract.

- The 2018-2022 Faculty & Training Specialists contract contains the disclaimer: "Whenever the feminine gender is used, it shall include the masculine and gender neutral language." The contract contains multiple instances of the generic "she" and "her". The contract also contains multiple instances of the generic "chairman".
- The 2018-2022 Professionals contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he", "him", and "chairman".
- The 2021-2024 Security contract contains multiple instances of "he or she" and "his or her". It also contains the generic "he" and "his".

Summary

Limitations:

The content within this report has been compiled over the last two years. Not all
campuses submitted information through the survey, and many of the responses for
each campus contradicted each other. We added affirmative responses to the report, but
the information may not reflect the reality on each campus.

Areas for future study

- Scan campus bylaws for gendered language.
- More/better data on bathroom signage including language used, imagery, etc.
- Facilities (bathrooms and lactation rooms) at satellite campuses.

Takeaways

- Each of the resources described in this report support gender equity on our campuses and often have a direct impact on the day-to-day work environment of Local 1600 members.
- Despite the impact these resources have, it was difficult to gather accurate information about them. Even within the same institution folks have different information. The committee hopes this report can act as a central place for us all to reference when needed.
- This report highlights the areas that can be improved, and in fact, no campus has best practices across all resource areas. Each chapter can use this information to call administration to make changes needed to improve each of these supports.

Contribute

Is information about your school incorrect? Please submit corrections using the <u>equity resources</u> <u>form</u>. We would also welcome collaborations across other CCCTU committees to track resources beyond what is detailed here. If you'd like to collaborate or contribute to the next edition, please contact the Gender Equity Chair, Tish Hayes at <u>haves.tish@gmail.com</u>.