



URGE Management Plan for **Maine Sea Grant**, University of Maine

This should be a plan to incorporate deliverables into your organization as you continue to develop, assess, and finalize policies and resources. You may want to adjust the format of this for more comprehensive plans, but this covers the essentials.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	<a href="#">Racial Risk Assessment?</a>	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes	Gayle B. Zydlewski Director, Maine Sea Grant College Program	<a href="#">Bias Response Team</a> <a href="#">File a Report</a>	Recommended annually	Recommended	Not planned	Recommend review plan made publicly available
Demographic Data	No	Gayle B. Zydlewski	<a href="#">President's Council on DEI</a>  <a href="#">Diversity, Equity and Inclusion at UMaine</a>	Recommend every 2 years	Recommended	Reference: <i>Improving Underrepresented Minority Student Persistence in STEM</i> ; 2016 M. Estrada et al. CBE—Life Sciences Education © 2016 The American Society for Cell Biology	Recommend data readily available to the public
Policies for Working with	No	Gayle B. Zydlewski	TBD	Recommend annually	Yes	Reference: <i>Creating a World for Me</i> :	Recommend action by

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## Unlearning Racism in Geoscience

[Sea Grant Pod]

Communities of Color						Students of Color Navigating STEM Identify; T. Jones, <i>The Journal of Negro Education</i> . 2019, Vol. 88, No. 3	President's Council on DEI
Admissions and Hiring Policies	Yes	Gayle B. Zydlewski	<u>University of Maine: Office of Equal Opportunity Hiring &amp; Recruitment: Equal Opportunity Search Information</u>  <u>Non-Discrimination Notices</u>	Recommend annually	Recommended	Reference: <u>Inside Graduate Admissions</u>  Griffin K.A. (2020) Institutional Barriers, Strategies, and Benefits to Increasing the Representation of Women and Men of Color in the Professoriate. In: Perna L. (eds) Higher Education: Handbook of Theory and Research. Higher Education: Handbook of Theory and Research, vol 35. Springer, Cham. <a href="https://doi.org/10.1">https://doi.org/10.1</a>	Review by President's Council on DEI of current policies

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						<u>007/978-3-030-31365-4 4</u>	
Safety Plan	None related to specific risks faced by communities of color	Gayle B. Zydlewski	Post to UMaine website	Annually, but also after any major reported incidents	Recommended	Reference: Chaudhary VB, Berhe AA (2020) Ten simple rules for building an antiracist lab. PLoS Comput Biol 16(10): e1008210. <a href="https://doi.org/10.1371/journal.pcbi.1008210">https://doi.org/10.1371/journal.pcbi.1008210</a>	Recommend action by President's Council on DEI
Resource Map	No	Gayle B. Zydlewski	Post on Maine Sea Grant website	Additions on a rolling basis	Not planned	Reference: Ramos, D., & Yi, V. (2020). Doctoral women of color coping with racism and sexism in the academy. <i>International Journal of Doctoral Studies</i> , 15, 135-158. <a href="https://doi.org/10.28945/4508">https://doi.org/10.28945/4508</a>  <i>Responding to Racism and Racial</i>	Recommend approval by Maine Sea Grant Director

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						<i>Trauma in Doctoral Study: An Inventory for Coping and Mediating Relationships</i> <i>Harvard Educational Review</i> Vol. 82 No. 2 Summer 2012 Copyright © by the President and Fellows of Harvard College	
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Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Complaints and Reporting Policy** – Review of these existing policies to be included in Maine Sea Grant’s onboarding process and staff reference materials.
- **Demographic Data** – There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data.
- **Policies for Working with Communities of Color** – Such policies do not exist at the University of Maine. It is recommended that the President’s Council on DEI evaluate what, if any, current UM policies might inform their development. The Council could then recommend next steps.
- **Admissions and Grant-making Policies** – A review by the President’s Council on DEI of current EO policies at UM is recommended. We recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates, as well as in requests for research proposals. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff and/or awarding grants
- **Safety Plan** – Safety plans specifically to address risks face by communities of color are needed for both UM employee and student handbooks. Elements of the safety plans should be integrated into mandatory annual employee training.
- **Resource Map** – There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the employee and student handbooks.



### URGE Management Plan for Connecticut Sea Grant / Sea Grant Pod

<b>Deliverable</b>	<b>Existing Policy or Resource?</b>	<b>Initial Point of Contact?</b>	<b>Where Is It Of Will Be Posted?</b>	<b>Review/Update Interval?</b>	<b>Racial Risk Assessment?</b>	<b>Training Recommended?</b>	<b>Approval, Check and/or Consequence</b>
<b>Complaints and Reporting Policy</b>	Yes, through UConn	UConn Office Of Institutional Equity	UConn website	Yearly, by Office of Institutional Equity, then UConn Board of Trustees	Uncertain	Yearly compliance Training required For all staff	UConn Office For Diversity and Inclusion
<b>Demographic Data</b>	Yes, UConn Office of Institutional Research and Effectiveness	UConn OIR&E	UConn Website	Yearly	Goals in UConn Diversity & Inclusion Statement	Yearly compliance training required	UConn Office of Institutional Equity
<b>Policies for Working with Communities of Color</b>	Explicit policies for CT Sea Grant should be written and posted	CT Sea Grant director & Associate Director	TBD; CTSG website Suggested	TBD; annual review or as part of Strategic Plan update suggested	Maybe	Start with staff discussion and add training if requested by staff	Request input from Senior Advisory Board, members of minority communitie
<b>Admissions and Hiring Policies</b>	Yes, through UConn	UConn Human Resources, also UConn AAUP & UConn UCPEA	UConn, union websites	Recommended Annually	Uncertain	Yearly compliance training required	UConn HR & unions provide resources when pay & equity issues arise

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<b>Safety Plan</b>	Explicit policies for CT Sea Grant should be written and posted	CT Sea Grant director & Associate Director	Internal suggested	Recommended annually or as part of Strategic Plan update	Recommended	Staff discussion followed by training if requested	Request input from Senior Advisory Board, members of minority communities
<b>Resource Map</b>	Suggest CTSG create resource map	CT Sea Grant director & Associate Director	Internal Suggested	Recommended annually or as part of Strategic Plan update	Recommended	Staff discussion; revisions if needed	Suggest requesting input from members of minority communities

- **Complaints and Reporting Policy:** Covered by UConn, but reviewing it as part of a CT Sea Grant staff meeting is suggested.
- **Demographic Data:** Covered by UConn, though there are gaps such as in speaker diversity.
- **Policies for Working with Communities of Color:** CTSG could develop goals and guidelines for working with communities of color, particularly in activities with partner organizations and outreach events. These would include setting goals to increase these interactions, such as by volunteering with an after-school program that services mainly minority children as I did during school vacation week this April. My supervisors have given tentative approval for this to be a regular weekly occurrence involving marine science-related activities; details are being worked out with program leader. Another staff member is returning to the Dominican Republic in June to teach marine science at a school for impoverished girls, as she did in 2019. CTSG should also work to create new outreach events relevant to communities of color. Language included in RFPs recommending that PIs include components in their research projects involving communities of color should be strengthened to indicate that those proposals with well thought-out DEI plans will be scored favorably by review panels.
- **Admissions and Hiring Policies:** Covered by UConn
- **Safety Plan:** Creating a safety plan for working with communities of color specific to CTSG will be suggested to supervisors. This plan should be developed with the input of staff, representatives of minority communities and the Senior Advisory Board. Supervisors and staff should discuss the need for specific plans to address the unique needs of people from communities of color and other underrepresented groups and to be sensitive to those needs.
- **Resources Map:** CTSG should consider creating a resource map specific to southeastern Connecticut, where UConn Avery Point and CTSG are located. This could be a vehicle for initiating new connections with local minority communities who would be asked for input.



URGE Management Plan for Ohio Sea Grant and The Ohio State University

This should be a plan to incorporate deliverables into your organization as you continue to develop, assess, and finalize policies and resources. You may want to adjust the format of this for more comprehensive plans, but this covers the essentials.

<b>Deliverable</b>	<b>Existing Policy or Resource?</b>	<b>Initial Point of Contact(s) to develop/facilitate discussion</b>	<b>Where It Is or Will Be Posted</b>	<b>Review/Update Interval</b>	<b>Racial Risk Assessment?</b>	<b>Training Recommended?</b>	<b>Approval, Check, and/or Consequence</b>
Complaints and Reporting Policy	Yes	Beth / Nicole	Link to OSU Office of Institutional Equity On OSG website, include in employee and student handbooks	Uncertain/TBD	Uncertain/TBD	Annual required	All employees required to train on policy
Demographic Data	No	Beth / Nicole	Internal only; potential to include in future strategic plans and site visit briefing books	Recommend every 2 years	Recommended	Recommended initially	Annual reporting (SGA)

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Policies for Working with Communities of Color	No	Beth / Nicole	Post on organization website, incorporate into large grant program	Recommend annually	Will be recommending	Will be recommending	Possibly through college unit or SGA best practices
Admissions and Hiring Policies	Yes	Beth / Nicole	Within college unit and org	Will recommend annually	Recommended	College unit requires bi-annual training	College unit and HR approval
Safety Plan	No	Beth / Nicole	TBD / internally	Will recommend annually, but also after any major reported incidents	TBD / Will recommend	Will recommend annually	College unit or SGA best practices for field work, lab, etc.
Resource Map	No	Beth / Nicole	TBD / Post on organization website	Recommending annual	TBD / Will recommend	No, not staff-wide but select staff in charge of on-boarding	HR Consultant and Talent Team / College unit

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Agreement** - This agreement can be adapted to outline how you will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.
- **Pod Guidelines** - Your pod guidelines can be adapted into longer term plans/bylaws, e.g. will this turn into a committee or working group in your organization/institution, will membership/leadership rotate, etc.
  - Ohio Sea Grant pod members are meeting to compile and prioritize deliverables to prepare to present to leadership. Recommendations will be organized over the next several weeks and plans to present, adopt and implement over the next year.
- **Complaints and Reporting Policy** – Currently the reporting policies exist solely within the university structure, however this should translate more





easily into Ohio Sea Grant as well. All employees are required to complete training on sexual harassment and abuse in the workplace or otherwise, but information about reporting isn't listed on our separate website and it isn't included in our lab or field work orientations for students or faculty.

- **Demographic Data** - Demographic data is currently only being tracked with regard to students/participants at both the Ohio Sea Grant and university levels. This information is public through the university but only internal through Ohio Sea Grant. However, demographic data with regard to staff, faculty, and speakers is not being collected and therefore not being used to make data driven decisions about diversity in the workplace. This needs to be addressed at both levels but it is more within our control to model good data collection and transparent posting of data at our level in Ohio Sea Grant, to the extent we are able.
- **Policies for Working with Communities of Color** – This deliverable is key to our programming and staff culture competency. Current monthly (optional) JEDI chats are offered to all staff to help raise awareness and understanding on topics of justice, equity, diversity and inclusion. Working with communities of color has not been a priority at Ohio Sea Grant but changes should be made to multiple processes to be more inclusive and proactive. Consequences have yet to be determined as a policy has yet to be written. This is a priority for pod members to discuss and strategize with leadership. This will relate directly to the Safety Plan, Racial Risk Assessment and the Resource Map.
- **Admissions and Hiring Policies** - The university Human Resources talent acquisition staff process the first round of applicants prior to Ohio Sea Grant having the opportunity to review. Once Ohio Sea Grant receives this group of applicants they are then able to schedule interviews and make decisions on hires. This is the part of the process where change or influence can be impacted by changes in policy and awareness of equity. Posting jobs to a broader audience is also a consideration and will be recommended. Building relationships with local communities of color and organizations which serve historically under-represented and under-served populations is also recommended to widen the applicant pools. The college unit requires bi-annual training called “Inclusive Excellence in Hiring”, for all managers. Ohio Sea Grant does not have a written policy around the hiring process from start to finish outside of the university HR process. Creating a policy that is direct and transparent that takes into consideration these components will be recommended by pod members to leadership.
- **Safety Plan** – This is a key deliverable of focus by pod members. Ohio Sea Grant has a biological field station in a predominantly white community on Lake Erie. Historically and in light of recent events, the safety of students, particularly those from historically under-represented or marginalized populations needs to be considered in detail. Field work takes place in multiple locations as well as extension programming. The current lab director and the head of the research team will need to be key players in the development of the Safety plan for all locations. The extension staff and leadership will also need to be consulted on how to assess sites for programming in terms of the safety of all students, in addition to accessibility. The Safety Plan should be covered in orientations on the island and prior to, as well as in the student handbook and all online materials. Training for incoming seasonal staff should include the Safety Plan as well as anti-bias training among other recommendations. Helping staff understand what a racial risk assessment is and how to perform one is critical to the success of the Safety Plan, and the skills, tools and resources required to implement the Safety Plan. The Resource Map will be a supporting piece of this new policy as well.

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- **Resource Map** – No Resource Map currently exists at Ohio Sea Grant or at the university level. Mapping these resources for new employees, even seasonal staff, is a priority for inclusion and support networks that create a safer environment. The value of being co-located with a university is being able to share in the many resources, therefore, categorizing, organizing and publishing the Resource Map is a strong recommendation from the pod members to leadership. HR would need to approve such a resource for new employees. There is also potential to work with the broader Sea Grant network to create a document or virtual space that supports People of Color in navigating the organization and developing peer or mentor/mentee networks.