

**Bigelow URGE Pod
DRAFT Session 7 Deliverable**

Resource Maps

As part of the objectives of Unlearning Racism in Geoscience (URGE; www.urgeoscience.org), a community-wide journal-reading and policy-design curriculum to help Geoscientists unlearn racism and improve accessibility, justice, equity, and inclusion in our discipline, this deliverable seeks to develop resource maps for students and staff of Color at Bigelow

Dear co-chairs of the Personnel Committee (PC) and the Education Committee (EC), Human Resource (HR) professionals, and the Education Coordinator,

As part of the work of the [Bigelow URGE pod](#), this letter provides some suggestions for creating and/or expanding “Resource Maps” for staff and students at Bigelow Laboratory for Ocean Sciences. The Bigelow URGE pod provides these for the PC, EC, HR professional staff, and the Education Coordinator to consider in their purview of these topics. These materials were adapted from the [URGE Session 7 deliverable guideline](#) and the [example provided by URGE](#).

Such resource maps recommendations are provided because a sense of belonging is important to the health and success of individuals, so finding a community, and establishing a supportive network, is a safety and career consideration. Here we provide information on existing resources and specific recommendations to expand the resources available to staff, visiting scientists and students. We hope that these recommendations help you in your next review of these topics. If there are any questions about these recommendations, I would be happy to discuss them with you and/or your committees. Dr. Catherine Mitchell is also willing to volunteer to help do the work.

Thank you for your consideration of these recommendations.

Submitted on 17 May 2021 on behalf of the Bigelow URGE pod,
Beth Orcutt, DEI Liaison

Existing Resources: These are the easily available resources that the Bigelow URGE pod could identify for staff and students. We recognize that other resources may exist, such as an onboarding checklist for new staff, but we could not locate these materials.

Work Resources

- The [Resources Shared Google Drive](#) contains organization policies, procedures, forms, All Staff meeting notes, etc.
- The [Bigelow Support](#) site contains step-by-step guides and information technology resources (e.g. email, calendar, VPN, printers, software, email groups), purchasing procedures, time sheets, Zoom invitations, links to forms (e.g. helpdesk, fixit), etc.
- The [Employee Handbook](#) contains information about working conditions, employee benefits, code of conduct, and policies and procedures affecting employees.
- The [Education section of the Google Drive](#) contains information and resources about education programs and working with students.
- The [Bigelow Slack Workspace](#) has various different channels for conversations and communication spanning a range of work related (e.g. antiracism group, coding help) and non work related topics (e.g. connect with other parents or those with similar hobbies/interests).
- All Bigelow employees undergo an introductory [appraisal process](#) (after 3-4 months of employment) and annually afterwards, to review performance, communicate expectations for the coming year, and make development or promotion requests.
- [Mentoring plans and guidance](#) for Postdoctoral Research Scientists.
- Diversity, Equity and Inclusivity (DEI) at Bigelow: an informal antiracism discussion group held weekly (led by DEI Liaison) and shares materials [here](#); anyone on staff can review the efforts underway to promote DEI with [this checklist](#); all staff can opt-in to a program for pay transparency document (speak to HR Director).
- There are regular “all hands” meetings for all staff where new staff are introduced and matters of general concern are discussed. Every meeting has an “open business” section when any staff member can raise a topic for discussion. Agendas, notes, and handouts from these meetings are available [here](#). In addition, topics can be raised anonymously using the “[suggestion box](#)” on the Bigelow Support site.
- There are many committees that participate in governance of the institution. One of these committees, the Senior Research Scientist (SRS) Committee, meets monthly to discuss institutional matters and vote on recommendations from other committees. A non-SRS/non-director staff member attends the meeting as a “staff representative” to relay issues raised from staff and to serve as a liaison to staff that do not attend the meetings. The Staff Representative hosts a “recap” meeting once a month to share information, information from these meetings are archived [here](#).

Community Support and Resources

- [Postdoctoral Research Scientist Welcome Booklet](#) contains information about navigating a move to Bigelow. It was written with a focus on providing assistance to international postdocs, but it contains useful information for everyone (e.g. travel to Bigelow, housing, information on local towns, resources for underrepresented minorities, etc).

- [Student Handbook](#) was developed for undergraduate participants in the Sea Change semester program and contains regional information and resources for e.g. health care.

Affinity Groups that can be recommended to students and staff:

- Some professional affinity group societies for students and scientists in Ocean Science/Geoscience/STEM:
 - [Society for Advancement of Chicanos/Hispanics and Native Americans in Science](#)
 - [National Association of Black Geoscientists](#)
 - [American Indian Science and Engineering Society](#)
 - [GeoLatinas](#)
 - [Asian American and Pacific Islanders in Geoscience](#)
 - [Society for Women in Marine Science](#)
 - [Black in Marine Science](#)
 - Aggregated list of groups promoting diverse communities in STEM (courtesy of Dr. Jennifer Glass at GeorgiaTech):
https://docs.google.com/document/d/e/2PACX-1vSlvHTZtOc6wG5C9xEc-bAlYofp_eDHVjrrVc7Q_5lQdmXclEaYd27nhoJD9jub_q-qAlLxHknMGbggb/pub
- Other professional science societies with resources, but that are not necessarily affinity groups:
 - [American Geophysical Union](#)
 - [Association of the Sciences of Limnology and Oceanography](#)
 - [The Oceanography Society](#)
 - [AGU Learn and Develop resources](#)

Recommendations

- 1. Create a *Resources Map* section on the Bigelow Support site**
Background: We've compiled the currently available resources and we recommend making them (i.e. this document) accessible to all staff on the Bigelow Support site. In addition to the content of this document, we suggest including sections covering employee engagement opportunities, a who's-who guide of which staff members to go to with specific questions, and community resources (see next point).
- 2. Create a *Community Resources* document that is available for all staff**
Background: The postdoc booklet and the student handbook contain some useful information regarding community resources. However some areas are not covered (e.g. mental health support services, child care and school information) and these documents are not shared with all staff. We recommend using the postdoc booklet and student handbook as a starting point to compile resources for all staff.
- 3. Have a supply of equipment/gear for employees and students to borrow for field work**
Background: Not all employees and students have access to appropriate equipment/gear for field work (e.g. foul weather gear, steel toe capped boots). We recommend Bigelow have a supply of commonly required items, in a range of sizes, that are loaned out to those who need them.

4. Implement a Buddy System for new employees

Background: A lot of the local community activities and resources are word-of-mouth (e.g. sports clubs, housing), often making it difficult for people new to the area to find appropriate resources or activities and community groups of interest. We recommend a Buddy System, where new employees are paired with another staff member. The new employee can ask their Buddy questions about navigating and settling into life at Bigelow and in the wider community. The Buddy will not be the new employee's supervisor, and will connect them with others at Bigelow to answer specific questions.