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Deliverable- Resource Map
Bushkill Bunch pod
------ DRAFT -------

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This resource map lists resources members of the Bushkill Bunch pod have identified at our various organizations and institutions, as well as locally. This was adapted from URGE deliverable guidelines and URGE's example deliverable (by Dr. Vashan Wright & others). Material in quotations (if uncited) is from URGE example deliverable.

As we are all at different institutions, one intent of this resource map was for each pod member to practice finding these resources at each of our respective locations/organizations. Our pod members filled in various spots of the URGE example deliverable with relevant resources to their institution. Our intent is for each member to tailor more specifically to their organization to introduce and implement.

Mentoring

- "Plan for working with new hires/students for connecting them with resources that will be of most use to them, e.g. schedule for initial call(s) and/or meeting(s) to identify needs/interests"
    - https://www.doi.gov/sites/doi.gov/files/doi-new-employee-onboarding-checklist-09092020-508compliant.pdf This is DOI's "new employee onboarding checklist"-- this resource provides links to websites that have information about benefits, the employee assistance program, trainings. It mainly serves as a checklist for the first year of employment, but does provide the previously mentioned links at the beginning of the document. This resource is broad and applies to all of DOI, and it is maybe for this reason that it seems to be lacking in specificity in terms of department-specific resources. There should be more information on things such as scheduling initial meetings to identify interests, as stated in the URGE example deliverable.
- "Individual/Group meeting expectations (interval/frequency, journal articles, presentations, socializing, time management, reviewing manuscripts, revising manuscripts/dealing with rejection, careers, current events, media requests)"
- "Evaluations: rubric, frequency for advisor/committee evaluations, encourage self-evaluation (reflection) and review long term goals and how to achieve them"
    - https://www.usgs.gov/about/organization/science-support/survey-manual/3702751-evaluation-personnel-management This resource (USGS-specific) is aimed at ensuring/assessing compliance (or lack thereof) with policies surrounding management. Evaluation types and methods seem to vary by department. Goals include reaching conclusions about any actions required to ensure compliance with policies. Surveys are permissible as part of evaluations as well, as long as there is "no interference with the union's rights as the exclusive representative of employees in the bargaining unit". Reports are written after evaluations (only on-site evals?) Procedures are outlined in this document according to which follow-up actions are taken post-evaluations.
    - https://www.usgs.gov/about/organization/science-support/human-capital/performance-and-awards This site (USGS-specific) includes resource links for performance reviews, performance management, rewards, and a manual for disciplinary actions.
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Core Work

- "Code-of-conduct - link, all members must sign a code of conduct that addresses inclusivity and diversity, mental health, publications or outputs, social media use, working hours, and vacation"
  - Bushkill Bunch [Code of Conduct and Safety Plan](#)
- "Communication plan and expectations, e.g. how do members communicate with each other and what times are appropriate"
- "Reporting Policy - link, address issues related to insensitivity, harassment, exclusion and what are the consequences (e.g. not everyone drinks alcohol; no "locker room" talk), provide additional contacts for reporting outside of advisor"
  - Bushkill Bunch [Complaints and Reporting Policy](#)
- "Equipment - where to find, fund individual gear like hiking boots, fund or provide access to sufficient "library" of hiking/camping/outdoor equipment"
  - Schuler Scholar Program while working remotely, "have approved a one-time, $200 stipend to expense things like office equipment, supplies and furniture." Can use organization credit card or fill out a reimbursement form in Google Drive.
- "Conference and workshop participation (how often and who pays for it?)"
  - "Be explicit about opportunities for this type of participation and at what point they will be expected to attend conferences"
  - Every staff member has a professional development budget each year to use how the individual would like, must be approved by manager. Amount depends on position.
- "Be open to considering proposed workshops/conferences, especially for groups like SACNAS, NABG, AISES, GeoLatinas and others"

Community support and mental health

- "Assistance finding accommodations, moving expenses/assistance"
  - Schuler Scholar Program offers a "$1000 one-time relocation signing award" which is listed in job postings for certain positions
- "Outline services at organization/university: diversity officer, counseling and psychological services, ombudsperson, affinity groups, etc."
  - Schuler Scholar Program's "Mental & Emotional Well-Being Guide" located in staff Google Drive account. Outlines free resources to access virtually as well as how and when to contact a professional with hotlines.
  - Schuler Scholar Program DEI Manager, Joana Sosa (contact information available on website). Supports all DEI efforts at the organization, originally from the area, super knowledgeable on college counseling, student engagement, and all around great person to connect with!
  - Schuler Scholar Program "Employee Resource Groups" meeting and joining information available in all-staff Slack channel. Like affinity groups for BIPOC staff (there is one for staff who went through the program and another for any staff of color).
  - UCSB - Counseling & Psychological Services (CAPS) offers a wide range of services for students focused on mental health and counseling. All students eligible for the services.
  - https://www.doi.gov/pmb/hr/eap This resource (DOI-specific) explains that "DOI has contracted with Espyr, Inc. to provide you with comprehensive EAP services." Services

are listed as including: "Licensed psychologists, Licensed clinical social workers, Licensed professional counselors, Licensed marriage and family therapists, Certified alcohol and drug counselors, Attorneys, Eldercare specialists, Financial advisors, Childcare specialists" and more, with a link that directs to a full list. Other resources I found especially noteworthy were "Information for Employees Impacted by School Shootings", "Information for Employees Impacted by Natural Disasters" and a webinar on preventing suicide. However, I did find that there were no resources listed here specific to diversity and racial equity, which is sorely lacking.
  - "Encourage and assist making connections to someone who may understand their experience (e.g., Black male counselor for a Black male student)"
- "Calendar(s) of events or mailing lists to join"
  - https://cofc.campuslabs.com/engage/events
- "What activities/institutions will help them feel at home? Are there local clubs, religious or spiritual organizations, organizations, hobbies they were previously involved with that they can get connected with in the area?"
- "Connecting with cohorts, organizations, social clubs with common identities and/or interests"
  - https://cofc.campuslabs.com/engage/organizations
  - https://cofc.edu/campuslife/clubsandorganizations/
  - "The Staff BAME network welcomes all Black, Asian, minority ethnic academic and professional staff, including PhD researchers, at the University of Edinburgh. We provide a safe space for the BAME members to share their challenges, experiences, and stories. We also aim to improve BAME members' engagement within the higher education system through a wide range of activities that foster support for one another and celebrate BAME members' achievements. We work collectively to strive for racial equality and justice at the University and beyond."
  - Edinburgh Race Equality Network The Edinburgh Race Equality Network (EREN) is a network for Black, Asian and Minority Ethnic (BAME) staff and allies committed to creating an environment where race is celebrated and everyone is treated fairly
  - The WoC Network welcomes all staff, including PhD researchers, who are women or gender minorities of colour at the University of Edinburgh. The primary purpose of the network is for us to be in community with each other, to decrease the sense of dispersal, and to form a critical mass. We get together approximately once a month and also have an active virtual space to exchange ideas and information, and to respond to individual and collective needs as they emerge.Please note that we strive to be a safe and comfortably space for trans women, non-binary people and other gender minorities.
  - For students: Facebook groups like https://www.facebook.com/groups/edunibmestudents/ and Societies like: https://eusa.ed.ac.uk/activities/view/africancaribbean
- "Businesses or other needs, e.g. gyms, barber shops/hair services, etc."
  - Drip and Culture Black and Latina owned coffee shop inside local Waukegan, IL supermarket. They host gallery events, book clubs, and community organizers.
  - Black Owned Chicago webpage featuring business, community groups, and resources in the Chicago area.
  - UCSB - Basic Needs Resources - contains information on food, housing, financial, and wellbeing resources.

- "Introductions for other people of color - fund membership fees for organizations like SACNAS, NABG, and AISES, and highlight organizations like GeoLatinas (no fee for membership), and others"
- "Outline expectations for taking vacation (e.g., 3 weeks) and for reasonable work hours (e.g., 40-50 hrs/wk; be explicit!)"

Skillset support
- "What skills or experiences are required for their work/coursework? e.g., driving, hiking/outdoors activities, compass/GPS navigation, swimming/SCUBA, operating power tools, first aid, etc."
- "What skills training is supported through the organization, how would someone acquire/improve these skills? What training is available prior to arrival?"
  - https://www.usgs.gov/about/organization/science-support/human-capital/virtual-and-online-learning-opportunities Resource (USGS-specific) lists all courses and learning opportunities available to employees. Also says at the end: "If you know of an instructor-led course that should be served via DL, please contact GS_OED-TEL@usgs.gov" which I appreciate as these things should be constantly evolving
  - Mandatory USGS trainings also listed https://www.usgs.gov/about/organization/science-support/human-capital/mandatory-training-topic
- "Do they need to know how to code? If so, what languages? (e.g., R, Matlab, Python) If they do not have this skill, what resources/training are available?"

Professional development
- "Outline available resources for training/development or best practices in:
  - Teaching/pedagogy, Project management/budgeting, Media training, Proposal writing, Public speaking, Networking, Design/drafting of figures using Adobe Suite/Python/ArcGIS, Getting involved in professional societies, Additional coursework"
  - General professional development resources: https://applieddigitalskills.withgoogle.com/c/en/curriculum.html
- "List fellowships, internships, summer experiences, field course opportunities"
  - https://geology.lafayette.edu/opportunities-in-geology/ Lafayette lists summer/field/etc opportunities in geology; however, this list is sorely lacking in those that are specific to diversity and BIPOC students in geoscience, and should be edited accordingly.
- "Outline departmental and regional seminars, presentation opportunities, and opportunities to meet with speakers for building a professional network"
  - https://geology.lafayette.edu/seminar-series/ Lafayette lists all invited speakers and topics on their website

Outreach
- "Outline opportunities, expectations, benefits, and/or compensation for mentoring new hires and/or students who wish to engaged in belonging, accessibility, justice, equity, diversity, and inclusion (Be A JEDI) efforts"

- "Explicitly acknowledge, discuss, and suggest policies to limit the "time tax" put on people of color for participation in Be A JEDI activities and support clear path for opting out"
    - If you have groups in your center devoted to DEI work, think about ways you can create these groups so that those working on them are not all BIPOC; e.g., rotate through all employees over the course of a year or two. (Bailey's idea, hopefully in progress soon at FBGC!)
- "Information on honoraria and establishing/charging speaker fees"