

March Meeting (3/11/2019)

Attendance

Mistia Zuckerman, CMC chair (NSIDC)
Jonathan Kofler, CMC Secretary (GMD)
Eric James (GSD)
Antonietta Capotondi (PSD)
Andrew Badger (Main Campus)
Carrie Bell (NCEI)
Nathan Campbell (CIRES Admin)
Mimi Hughes (PSD)
Gaby Petron (GMD)
Joseph Katich (CSD)
Michael Toy (GSD)
Molly Hardeman (NSIDC-new member)

3/11/2019: Location: The Taj Restaurant, Basemar Shopping Center, Boulder

Meeting called to order at 12:36 pm

Pre-Agenda Discussion: Only 12 people could make this meeting and only 11 participated in the buffet, but our agreement with The Taj requires that we pay for at least 15 lunch buffets to reserve their meeting room. Action Item: Mistia will discuss reserving with the Taj to see if with a longer term commitment, they can be flexible with our number of lunch purchases for the meetings. The April meeting will be at the DSRC. Mistia will ask Lucia to arrange a meeting room, but if Lucia cannot oblige, Mimi offers to arrange one.

Meeting notes:

Mistia says the last meeting notes are good and should be approved. However, Jon as per discussion at the November meeting, shared the notes on google doc a day or 2 after the meeting, then received comments and made changes and submitted the notes to CIRES IT, who published it to the website already. There is no formal procedure in the bylaws, and Jon has been allowing a week for comments, and then submitting the notes to be published.

CIRES Rendezvous:

Nate: 6 or 7 volunteer slots need to be filled, but people have been good about signing up. One of the positions needing to be filled is the person who stands on stage and hands awards to Waleed. The food served will be Italian buffet. The posters are first come first serve. The next email communication will inform recipients that poster space may be limited, and posters may

be rejected because of lack of space. People who haven't signed up for Rendezvous tasks will be assigned to unfilled tasks by Nate. Mistia: sat at welcome desk at the last Rendezvous and noted that there are the years of service awards that are close to the welcome desk. Is there a way to get those into the hands of people as they check in? Mimi: Post a list of people who have awards to pick up at the sign-in desk, then it would be easier to get the awards to their recipients right there.

Update on Outstanding Performance Awards (OPA's).

OPA committee member: All OPA submissions have been received. OPA Committee members individually are reviewing and scoring applications. On March 14, the OPA committee will meet to compile scoring, discuss applicants, and make decisions and justifications for choices if they get that far.

Membership:

Nate: In July 2018, it was determined that CMC meetings did not meet the criteria needed to pay for food for the monthly meetings. It was determined that everyone on the CMC would get a pay stipend at the 1 year mark of successful membership. The chair and membership chair will determine if members qualify for the stipend at the one year mark. There are 3 levels of Membership: chair, officer, and member. Nate explained that the process will be automated so that a member who stays on for one year will automatically get paid at the one-year mark, whenever that falls. However, if the member only serves 8 or 9 months, he/she will not get a stipend. Ideally, the automated process will also update the CMC website. This will be operational as soon as possible (in the next month or two). Criteria for meeting one year will be Adhoc as some members may not be able to make meetings because of field campaigns or other superseding commitments. The membership chair and chairperson will make these determinations individually. Mimi - we have criteria for kicking someone off. If you notify the chair there can be exceptions. Aaron Sweeney will be taking over for Carrie Bell in April. Joe Katich: if you are on a field campaign, let the chair know you won't be able to make it, there is no need to find a substitute. Mistia said she likes to know in advance who is committed to coming to meetings, in addition to those who notify that they won't make it, and requests that everyone RSVP's with an email to the meeting invites. People should notify Mistia if they are not going to make it, reply to email. Mistia wants to know if people are showing up too... reply yes or no. Joe Katich suggests a google spreadsheet for who is going to be at the meeting and not with a column for each meeting date. Action item: Set up a google doc for meeting attendance. Gaby: what is the number needed for a quorum? Nate: we have 17 members, so a quorum is 9.

Mistia to Eric: How do we formalize membership. Entry / Exit interview. He has sent out emails to leaving members to gather follow up. When people join send an email to the CMC. Molly from NSIDC is new member. Mistia, Do we vote? Action item: We should check the bylaws to find out if there is a process for approving new members to be on the CMC. Nate: What are

officer positions and what are not in terms of receiving additional stipend amount. Mistia: if they require extra work, then they should be considered officers: Nate, motion: Officers are the chair, vice chair, secretary, CIRES fellow and executive committee reps, Mentorship chair, vice chair, rendezvous chair and vice chair, opa chair and vice chair. Motion passes 11 to 0

Onboarding:

Mistia: BJ and Susan Sullivan were invited to this meeting but could not make it but BJ will be at a future meeting. Are there any requests additional topics for topics to raise to them?

Topics to Discuss with BJ Thompson -- Housing and Salary spread

Include BJ in housing discussion. How the limit in family housing would affect CIRES. Is there anything else we want to bring up while we have a meeting with BJ?., Gaby: Pay discrepancy. Pay equity. Are they aware there is a wide disparity. Mimi: The same Research Scientist or Research associate level salary number may be quite a bit different in experience or expertise or skill or otherwise, so for the equal position grade may not equate to equal pay. Antoinetta, grants providing pay could dictate a different pay grade. Mimi, Joe , Gaby, transparency is important.

Antoinetta it is a complex problem. Williams village, more students for more tuition.

Cost of living has gone up. Can affect our ability to attract talent and skilled and diverse workers. Is CIRES is talking to the university? Nate: if you want to be a research institution, you need to provide housing. Jon - CIRES can emphasize the benefits/importance of supporting housing for researchers to university (research institute).

Vacation Donation Update:

Joe Katich: Contacted Human Resources at CU to discuss an automated process for donating leave. They report there is no automated system to do this and there are not the resources to set it up. May is the time that they roll out an email to donate vacation time. Perhaps CIRES can send out an additional email notification on this subject to give people a heads up. Nate: you can accrue above 352 hours up till May. Then at the end of May they pull it back to 352. In May you can fill out the paperwork and to insure your additional hours above 352 are donated.

Mentorship:

The student for setting up the mentorship software is being made an offer. Kathy Lantz is going to put together a presentation on the software 'vision'. The program is being built based on mentoring365 which looks good, is already built and has the same functionality that we want. It is targeted at early career. But CIRES mentorship will not be limited to early career. Nate suggests bringing the student in early in the process. Student will work over the summer and can guarantee 10 hours a week, but will be seeking other internships in addition.

Division Updates (Future Regular Agenda item?)

Mistia: questions for next agenda. Should there be an additional agenda item for CMC members to bring forward information from each division? PSD had planning workshops this

month. Is that useful to know within the context of the CMC meeting?. Gaby: There are discussions in GMD about having a mentoring program that everyone in which everyone in the division participates. This could be relevant for the CMC. Jon: We could try it and see if it is a useful.

Meeting Adjourned 1:48 PM