

# CIRES Members Council Meeting

Minutes

November 19, 2020

12:00-2:00 PM MT via Zoom

Attendees: Aaron Sweeney, Adam Woods, Dawn Umpleby, Eric Adamson, Eric James, Gaby Petron, Janice Bytheway, Jonathan Kofler, Joseph Katich, Meg Tilton, Molly Hardman, Ryan Cassotto, Yelena Pichugina, Lucia Harrop

*12:01 PM Chair called meeting to order*

## Reports:

### 1. CMC Officer Election Results:

<b>Officer Position</b>	<b>CMC Rep</b>
Chair	Eric Adamson
Vice Chair	Joseph Katich
Secretary	Aaron Sweeney
Membership Chair	Eric James
Outstanding Performance Awards (OPA) Chair	Gaby Petron
Mentorship Chair	Ryan Cassotto
Mentorship Vice Chair	Janice Bytheway
Rendezvous Chair	Dawn Umpleby
Rendezvous Vice Chair	Meg Tilton
Executive Meeting Rep	Adam Woods
Fellows Meeting Rep	Antonietta Capotondi
Back-up Rep	John Kofler

General discussion of officer election process: This was the first time CMC reps voted anonymously (via Google Form) for CMC officer positions. The nominations were also anonymous. The voting period opened at 1:30 PM MT on Nov. 10 and closed at 5 PM MT on Nov. 13. The previous Secretary reported results on Nov. 17 to the CMC via

email, with 15 CMC reps voting. A question arose as to having one nominee per position--is this ok? Yes. There are 12 officer positions, while, currently, there are 16 CMC reps (based on 3% rep per cluster membership). There was agreement that nominations should remain anonymous.

Discussion of handoff of Google Documents: It is possible to change ownership of Google Docs. The Chair and Secretary will consider what to do with ownership and permissions around election documents first, then follow-up with Outstanding Performance Awards (OPA) documents.

## 2. Secretary (Aaron)

- a. The incoming Secretary (Aaron) will coordinate with the outgoing Secretary (Mistia) regarding the process of uploading minutes and events to the CIRES website.

## 3. Membership (Eric J.)

- a. The Membership Chair will check that new CMC reps have been added to CMC email list.
- b. Revisiting how the CMC clusters are defined (for determining rep counts and ensuring representation) is an outstanding action item, but no progress has yet been made on this.

## 4. Mentorship Program update (Ryan / Janice)

- a. Three new training sessions will be offered: one in January for mentors only (inclusivity training, run by CU HR) and two in March for mentors and mentees regarding active listening.
- b. At the start of the 2020 program in the fall, 26 mentor/mentee pairs were matched. Mentors: 23 CIRES, 13 fed. There were 20 new mentors and 16 returning mentors (some mentors were not paired). Mentees: 22 new, 4 returning. In 2019, there were 30 matched mentor/mentee pairs. Note that many mentors (16) returned.
- c. Change in membership: 6 CIRES Mentorship Committee members, 3 are CMC reps. Need someone from the Chemical Sciences Laboratory (CSL).
- d. The metric of success is based on three surveys: Pre-, Mid-, and Post-program. Surveys are handled online and anonymously through CIRES Education and Outreach.

## 5. Outstanding Performance Awards (Gaby)

- a. Incoming OPA Chair (Gaby) will coordinate with outgoing OPA Chair (Mike) for handoff of documentation.

## 6. Discussion w/ Christine

- a. It was previously noted that CIRES Administration is reworking the career track promotion process and requested assistance from CMC in polling CIRES groups.



- For team awards this would also reduce the amount of money other team members receive
- Possibility of recognizing the departed member w/ award plaque but not with monetary component?
- Current OPA wording is that they must be an employee at the time of Rendezvous (not just at the time of nomination)
- *Decision?*
  1. Strike wording that they must still be an employee at time of Rendezvous.
  2. Need language to address student involvement
  3. Proposal:
    - a. At the time of nomination, you must be a CIRES employee to be recognized.
    - b. In order to receive a monetary award, you must be a CIRES employee at the time of Rendezvous.
    - c. In order to receive a monetary award, students must be currently enrolled or have graduated no earlier than one semester prior to the nomination.
    - d. In order to receive a monetary award, you must be a current CIRES postdoc at the time of Rendezvous.
    - e. What restriction is there on recognizing students and postdocs?
  4. Chair and Vice-Chair volunteer to wordsmith the above proposed statements, including wording including students in OPA description, and circulate with CMC.

#### 4. Review and Amend Bylaws

- a. Expand/Clarify responsibilities of officers
  - Identify Officers
  - Webpage maintenance
  - Chair to review officer descriptions draft and make first effort to split info into what is relevant to Bylaws and what should really be included elsewhere.
- b. Expand/Clarify descriptions of committees
  - Standing vs Special vs Sub
- c. Review Election Procedures: Affording confidentiality could promote more effective process
  - Current process effectively:
    1. Discourages multiple candidates stepping forward
    2. Poses problem of peer pressure steering votes

- Could we do this by Google Form managed by Secretary? Zoom option? Lucia does not vote - she could manage votes?
  - Include election process in Bylaws, including special cases of taking over a vacant position mid-term.
  
- d. Process for replacing outgoing CMC officers ahead of annual vote due to resignation, etc.
  
- e. Establish Orientation Procedures for new members (appropriate for inclusion within Bylaws, or no?)
  - Need for new CMC members to be given the Bylaws for review upon assumption of duties.
  - Orientation “packet”, and request for review of duties,...
  - Membership Chair maintains up-to-date contact list for efficient distribution of documents
  
- f. Organization of CIRES Clusters:
  - To improve representation
  - Difficult case: CIRES employees at SEEC (many non-CIRES also in building). Grey area around physically-located disparate groups: “CIRES archipelago.”
  - It is the duty of the CMC Rep to engage with all members of their cluster.
  - Rep needs to make an effort to include postdocs as well as employees, in their cluster.
  - CMC is not intended to represent graduate students. That is handled by the CIRES Graduate Association (CGA). Chair of CGA takes graduate student concerns to CIRES Administration.
  - CMC Chair and Vice-Chair to ask Christine about representation of postdocs. Is there a better way to engage postdocs?
  - Membership Chair to update cluster membership numbers

## 5. Walk-on Topics:

- a. CIRES Holiday Party - Reach out to Dawn if you want to volunteer to host a happy hour or game room or if you have an idea for additional activities.

**Decision:** Next meeting to be held in January (skip December)

*2:02 PM Meeting adjourned*