

CIRES Members Council Meeting

Minutes

January 22, 2021

12:00-2:00 PM MT via Zoom

Attendees: Yelena Pichugina, Dawn Umpleby, Antonietta Capotondi, Eric Adamson, Kelly Carignan, Meg Tilton, Gaby Petron, Joe Katich, Eric James, Lucia Harrop, Adam Woods, Janice Bytheway, Man Zhang, Molly Hardman, Mistia Zimmerman, Aaron Sweeney, Jon Kofler

12:00 PM Chair called meeting to order

Reports:

1. Secretary (Aaron)

- a. Suggestion to add your name on the Google doc agenda
- b. Going forward, I will try to make minutes [Section 508](#) compliant (screen-reader ready)
- c. Added tags to past minutes (initiated, work ongoing)

2. Membership (Eric J.)

- a. New reps added to CMC email list? Yes.
- b. Review of current open slots on CMC? Done.
- c. Discussion of list of emails for document sharing and keeping up-to-date

3. Lucia

- a. New hires located at DSRC are invited to a new hire event (“New Hire Coffee”) on February 11th from 10-11 AM. Since Feb. 2020, 53 people have been hired with their location at DSRC. Lucia invites all CMC Reps who sit in DSRC to attend this New Hire Coffee.
- b. There are recurring themes in past CMC meeting minutes: equity, connection between CIRES and NOAA, supervisor training, housing, calibration of ASA ratings, plus Rendezvous, OPA, elections.
- c. CIRES HR + Lucia will host supervisor training beginning Feb. 10 (four 1-hr sessions over four Wednesdays, 10-11 AM). See <https://ciresblogs.colorado.edu/cires-admin/2021/01/14/supervisor-training-series/> Federal science advisors are welcome (but not required) to attend. Lucia will ask at Tuesday CIRES HR Meeting whether CIRES Admin will circulate this info with federal science advisors.
- d. Equal Pay Act (EPA) effective Jan. 1 - CIRES HR is working to align job ads with EPA requirements. Concerns of pay equity should be raised with your supervisor

and CIRES HR. CU system publishes a database of salary information -- <https://www.cusys.edu/budget/cusalaries/>, but it is difficult to narrow your search (beyond campus, title). CIRES HR adds an extra category to the title, e.g. "ASII Software Engineer", but this category is not available on the CU salary database. In InsideCIRES, the extra category is included under "CIRES Title:". CIRES HR is in the process of filling in values for this extra category (many are currently blank) from a reading of job descriptions, which are typically updated during the ASA process, career track promotion, or out-of-cycle pay increase.

4. Mentorship Program update (Ryan / Janice)

- a. Inclusive Mentor Training 1/21/21 - ~20 mentors attended
- b. A rep from CSL (Sunil Baidar) has been added to the Mentorship Program Committee

5. Outstanding Performance Awards (OPA) (Gaby)

- a. New wording for eligibility for 2021 OPA:
"All renewable-term CIRES employees are eligible except CIRES Fellows, visiting scientists, senior management, and students who are not part of a larger team effort.

At the time of the nomination deadline, nominees (excepting students) must be active CIRES employees.

In order to receive an OPA award:

- Nominees (excepting students) must remain CIRES employees at the time of the CIRES Rendezvous.
 - Student nominees must be currently enrolled or have graduated no earlier than one academic year prior to the nomination."
- b. CIRES Comms will send out the 2021 OPA announcement email either today or Monday (Jan. 25). Deadline for nomination packages is Feb. 19 at 5 PM Mountain. Deadline for reference letters is March 5. Language needs to be provided to Christine for approval. See <https://insideciress.colorado.edu/opa/nominate.php>.
 - c. **DECISION: Students are eligible for both the physical award and the monetary award.**

6. Rendezvous update (Dawn)

- a. Virtual, ~~date May 14, 2021~~ (Note: This was changed to May 21, 2021, on Jan. 29 as a scheduling conflict was realized after the Jan. 22 CMC meeting.)
- b. Large gatherings for spring, summer, and possibly fall will not be approved by CU. Senior management advises proceeding with a virtual event in May.
- c. **DECISION: CMC Reps agree the Rendezvous will be virtual.**
- d. Linda Pendergrass to make Rendezvous announcement next week to all CIRES.

7. Chair (Eric)

- a. Meeting duration?
 - **DECISION: CMC Reps agree that CMC meeting will be 1.5 hrs (12:00-1:30 PM)**
- b. Any outstanding issues w/ handover to new Officers (docs, tagup on process, etc.)?
 - Aaron (current Secretary) to work with Mistia (past Secretary) to transfer doc ownership, esp. Elections. We will get to others as we review the Bylaws.
- c. Discussion w/ Christine - N/A
- d. Check out the Admin news when It comes out and share information with their units.

Open Issues

1. Christine/Angela discussion w/ CMC

- a. Focus on salary inequities, ASA process, PDs, expectations of 'out-of-cycle' raises, new career tracks,...
- b. Drafted [questions](#) provided to Christine and Angela.
 - This was shared w/ them in Nov, last chance to add any final questions if done very soon. Any additional questions are due by Monday, Jan. 25.
- c. Will coordinate with Christine to get scheduled - hopefully Feb

2. Christine has offered a slot for a CMC Rep on the CIRES Career Track Revision Committee.

- a. First meeting of that committee will take place on Thursday, January 28th from 11 a.m. – 12 p.m. Waleed will give his charge to the committee, Christine will likely elaborate on some of the initial/most pressing priorities for the committee's review, and then allow for questions. After that, the committee will then launch its work.
- b. This is a great opportunity for visibility through engaging w/ CIRES Admin.
- c. Contribute to substantial improvements to CIRES.
- d. My (Chair) feeling is that this is best filled by someone with understanding of current concerns regarding Career Tracks not accurately accounting for certain types of roles.
- e. Is there interest among the CMC? Not first-come-first-served, we can vote if multiple people are interested. Yes, there is interest from CMC attendees here in having eyes and ears on the CIRES Career Track Revision Committee. Chair will circulate email with CMC members calling for interest, especially with CMC Reps who could not attend today.

- f. *Note: It was decided after this meeting, through email on Jan. 27, that Yelena Pichugina will be our CMC representative on the CIRES Career Track Revision Committee.*

3. Review and Amend [Bylaws](#) and begin development of CMC Member's Guide

- a. Step 1 - report progress (Eric)
 - Expand/Clarify responsibilities of officers
 1. Identify Officers
 2. Webpage maintenance
 3. 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.
 - Expand/Clarify descriptions of committees
 1. Standing vs Special vs Sub
- b. 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.
- c. Process for replacing outgoing CMC officers ahead of annual vote due to resignation, etc.
- d. 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. Is this currently done?
 - Orientation "packet", and request for review of duties,...
 - Membership chair should maintain up-to-date [contact list](#) for efficient distribution of docs
- e. NOTES: Chair to circulate email asking for standing committee descriptions.

4. 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 the 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

2:03 PM Meeting adjourned