

# CIRES Members Council Meeting

Minutes

March 12, 2021

12:00-1:30 PM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Joe Katich	Vice Chair
Y	CSL	Yelena Pichugina	
Y	East Campus	Molly Hardman	
Y	East Campus	Mistia Zuckerman	
Y	GML	Jon Kofler	Backup Exec / Fellows Rep
N	GML	Gaby Pétron	OPA Chair
Y	GSL	Eric James	Membership Chair
Y	GSL	Man Zhang	
N	Main Campus	Ryan Cassotto	Mentorship Program Chair
Y	Main Campus / IT	Meg Tilton	Rendezvous Vice Chair
Y	NCEI	Aaron Sweeney	Secretary
Y	NCEI	Adam Woods	Executive Meeting Rep
Y	PSL	Janice Bytheway	Mentorship Vice Chair
Y	PSL	Antonietta Capotondi	Fellows Rep
Y	SEEC	Dawn Umpleby	Rendezvous Chair
Y	SWPC	Eric Adamson	Chair
Y/N	CIRES Section	Liaison	Role
Y	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	Guests	
	NCEI	Kelly Carignan	

12:00 PM Chair called meeting to order.

## Reports:

### 1. Secretary (Aaron)

- a. Nothing to report.
- b. Any progress on migrating ownership of Secretary docs from Mistia?
  - ACTION: Aaron to contact Mistia to have ownership of Election materials (and other CMC docs) transferred to him, and ask Mimi to transfer her documents to him too.

## 2. Membership (Eric J.)

- a. Need to touch base with Ryan Cassotto about the main campus cluster definitions.
- b. In the meantime, we have updated cluster numbers from Lucia Harrop. Under our current cluster definitions, we need one additional representative each from Main Campus, East Campus, and SEEC. See the spreadsheet here:

<https://docs.google.com/spreadsheets/d/1JxE7WstF9Nu1tFBKsScVFiKEXHcntKC HvsLJA7S6CA/edit?usp=sharing>

- c. I can work with the current CMC reps from these clusters to see if we can recruit some additional representatives.
- d. There was a discussion about how to call for interest in becoming a CMC Rep (per cluster). Current Reps can email all CIRES employees in their cluster seeking interest, but the response rate from past experience is low. Perhaps better marketing on current CMC “projects” could spur interest. MailChimp was suggested as a mechanism to put out a call for interest--the message would look like it came from the CMC, rather than one Rep. Perhaps a quarterly newsletter from the CMC makes sense. There was also a suggestion that quarterly activity summaries could be aggregated and included in the CIRES Annual Report.
- e. ACTION: Eric J. to draft letter stating need for additional Reps from Main Campus, East Campus, and EEC (incl. statement of CMC’s role/function).

## 3. Rendezvous (Dawn)

- a. Topia feedback
- b. Icons for divisions?
  - ACTION: If folks have ideas for icons for use in Topia, please pass them to Dawn. (To find your division: Login to InsideCIRES, select “View Detail” in the upper-right box labeled “Your CIRES Information.” Your CIRES Division appears in the upper-right box labeled “Position Details.”)
- c. Ushers/shepherds
- d. Flash talks - OPA winners?
  - DECISION: No high level flash talks this year. We’ll do a 30-minute Topia training instead.
  - Gaby suggested the idea of a “coffee shop” in Topia for anyone to connect. An “early career” space could also be available for connections.

## 4. Mentorship Program (Janice)

- a. Results from the mid-point survey were generally positive - only one respondent said the program “didn’t meet their expectations.” A lot of feedback centered on mentees running out of things to talk about with their mentors.
- b. Second training “Listen Up!” (Active Listening Training) was held on March 5. The recording failed, so it’s unavailable for those who could not attend.

- c. Next training “Times Up!” on time management tentatively April 9.

## 5. OPA (Gaby)

- a. 18 nominations have been received. The OPA committee met on Monday, March 8. We will review the nominations and meet again on March 19 with the goal to submit top 3 nominations in science and service to Waleed/Christine that day.

## 6. Chair (Eric A.)

- a. Report on monthly meeting with Associate Director for Science
  - CIRES Awards Policy has been amended according to CMC’s suggestion - students now eligible for awards in general.
  - Glad that CMC is reviewing main campus representation within CMC.
  - Some discussion regarding CIRES Graduate Association (CGA). Christine will put CMC in contact with chairs to discuss any outstanding need for explicit rep in CMC.
- b. Status of minutes advertisement form last month’s meeting?
  - Not all CMC Reps have yet shared Q&A results with their clusters. Christine is interested in getting the word out.
  - From Lucia: Christine and Angela Knight are meeting with the CIRES lead of each cluster and reviewing salaries (with an eye toward aligning with CO Equal Pay Act). Very preliminary and high level right now, with an eye towards a plan on what to do in future meetings.

## 7. CIRES Career Track Revision Committee (Yelena)

- a. 270 people responded to the CIRES Career Track Survey: 46% of responses were from Associate Scientists (AS), 54% of responses were from Research Scientists (RS). The CIRES Career Track Revision Committee will keep the two tracks (AS and RS), but create more “sub-tracks.” “Sub-tracks” would possibly be defined around model developers, web/software developers, and others. There was some discussion about the possibility of jumping from RS to AS track. The Committee is still in the process of reviewing and addressing survey comments, and is meeting once per month. 89% of CIRES employees said they were happy with the existing tracks. There was some desire expressed to expand RS track to include Research-to-Operations (R2O).

# Open Issues

- 1. Review and Amend [Bylaws](#) and begin development of CMC Member’s Guide
  - a. Step 1 - report progress (Eric A.)
    - Split Officer’s Duties into two docs:

1. Incorporate into [Bylaws](#)
  - a. Approve as we review
  - b. Need input from committee chairs / vice chairs
    - i. Rendezvous
    - ii. OPA
    - iii. Mentorship
2. More detailed descriptions within "[Member's Guide](#)"
  - a. Very much draft form in process of migrating "excess" from Officer's duties doc
  - b. Chair will complete draft and circulate for input/review prior to next meeting

- Expand/Clarify descriptions of committees
  1. Standing vs Special vs Sub

Notes: The current focus during today's meeting was on officer duties. We worked through adopting proposed changes to [Bylaws \(working draft\)](#) beginning with Article 5. Within Article 8, the CMC Chair is seeking a brief statement (1-2 sentences) of standing committee functions (Rendezvous, OPA, and Mentorship Committees) and representation (total number, number of CMC, and/or number of non-CMC).

DECISION: No objections to proposed changes to Bylaws.

ACTION: Chairs of Rendezvous, OPA, and Mentorship Committees, please provide CMC Chair with brief statement (1-2 sentences) of the main responsibility of each committee, including distinct departments engaged with and define the committee (composition: total number, number of CMC and/or number of non-CMC).

ACTION: Secretary to review existing historical OPA documents -- do I have them up to 2020?

Chair would like to discuss the description of ad hoc committees in the future after receiving function statements on standing committees.

## 2. Organization of CIRES Clusters:

- a. Should we establish a committee to undertake this effort, or engage the entirety of the CMC? Ryan is investigating how to divide up "Main Campus." Sometimes, a "group" is based on a single faculty's name, other groups are more broadly defined.  
DECISION: We will wait until Ryan's findings to make a decision going forward.
- b. To improve representation
- c. Difficult case: CIRES employees at SEEC (many non-CIRES also in building). Grey area around physically-located disparate groups: "CIRES archipelago."
- d. It is the duty of the CMC Rep to engage with all members of their cluster.
- e. Rep needs to make an effort to include postdocs as well as employees, in their cluster.

- f. CMC is not intended to represent graduate students. That is handled by the CIRES Graduate Association (CGA). The Chair of CGA takes graduate student concerns to the CIRES Administration.
- g. CMC Chair and Vice-Chair to ask Christine Wiedinmyer about representation of postdocs. Is there a better way to engage postdocs?
- h. Membership Chair to update cluster membership numbers.

## New Issues

1. (Molly) We have had a request from NSIDC for the inclusion of a calendar invitation in the CIRES emails that we get about events like the Town Halls, Rendezvous, Holiday celebrations, trainings, and other meetings. NSIDC is required to use Outlook as a way of keeping calendars up to date. Others likely use it as well. This would be a helpful way of making it easier for those staff to transfer meeting invitations to their calendars, rather than having to enter them manually each time.
  - a. David Z. in CIRES IT is researching this currently. It will only work for (less than) half of all CIRES employees. Lucia can update: Some irritation around lack of selectability of individual events on a common CIRES calendar. Meg: David Z looking into using .ics files to distribute calendars. CIRES IT is currently investigating options for automatically adding entry to a calendar (opt-in by each employee). There is a question as to the level of effort to setup versus return on investment. We'll await David Z.'s findings.
2. (Gaby) A colleague who is mostly on grant funding is asking why they would have to forgo a merit increase for a second year in a row. I am not sure if others have heard a similar push back. HAS THIS BEEN RESOLVED?
  - a. State of Colorado and CU decide. It's not up to a PI. One option for asking questions, is to submit a question anonymously to CIRES. The answer will be provided on the anonymous feedback page.
  - b. ACTION: Chair will raise the issue of merit increase for grant-funded individuals with Christine and Waleed so that this topic can be discussed at a future CIRES Town Hall.

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## Actions:

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- Eric J. to draft letter stating need for additional Reps from Main Campus, East Campus, and EEC (incl. statement of CMC's role/function).

- If CMC Reps have ideas for icons (per division) for use in Topia, please pass them to Dawn. (To find your division: Login to InsideCIRES, select “View Detail” in the upper-right box labeled “Your CIRES Information.” Your CIRES Division appears in the upper-right box labeled “Position Details.”)
- Chairs of Rendezvous, OPA, and Mentorship Committees, please provide CMC Chair with brief statement (1-2 sentences) of the main responsibility of each committee, including distinct departments engaged with and define the committee (composition: total number, number of CMC and/or number of non-CMC).
- Secretary to review existing historical OPA documents -- do I have them up to 2020?
- Chair will raise the issue of merit increase for grant-funded individuals with Christine and Waleed so that this topic can be discussed at a future CIRES Town Hall.

*Meeting adjourned at 1:43 PM.*