

# CIRES Members Council Meeting

Minutes

September 23, 2021

12:04-2:02 PM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Joe Katich	Chair
Y	CSL	Yelena Pichugina	Career Track Committee Rep
Y	East Campus	Molly Hardman	
Y	East Campus	Mistia Zuckerman	
Y	GML	Jon Kofler	Backup Exec / Fellows Rep
Y	GML	Gaby Pétron	OPA Chair
Y	GSL	Eric James	Membership Chair
Y	GSL	Man Zhang	
Y	Main Campus	Ryan Cassotto	Mentorship Program Chair
Y	Main Campus / IT	Meg Tilton	Rendezvous Vice Chair
Y	Main Campus/HR/Adm	Jimena Ugaz	
Y	NCEI	Sam Califf	
Y	NCEI	Aaron Sweeney	Secretary
Y	PSL	Janice Bytheway	Mentorship Vice Chair
Y	PSL	Chesley Mccoll	
Y	SWPC	Hazel Bain	
Y/N	CIRES Section	Liaison	Role
Y	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	Guests	
		none	

12:04 PM Meeting called to order.

## Reports:

### 1. Member Introductions

### 2. Secretary (Aaron)

- a. Nothing to report.

### 3. Membership (Eric J.)

- a. We are down one representative from east campus (i.e., RL-2), and with Dawn's departure we no longer have a rep from SEEC.
  - From Ryan: see bullet #4 of New Items below about the effects of E&O move to Grandview on the Main Campus.
- b. Man Zhang has volunteered to take on the Rendezvous co-chair position. Meg will move into the Rendezvous Chair position from the Vice Chair position.
- c. Lots of open officer positions; consider volunteering! Exec Council Rep, Fellows Meeting Rep.
- d. Webpage for [CMC Members](#) is now up to date with our new members, but roles are not up-to-date.
- e. Molly was elected to Vice Chair at the last meeting.
- f. Discussion: Photos on CMC website are now up-to-date (Antonietta has left). Some shuffling of numbers of East Campus vs. Main Campus employees due to Education and Outreach move to Grandview on Main Campus. General discussion of how to ensure communication with SEEC until a new Rep is selected. Need CMC website to reflect Molly as CMC Vice Chair. Question of how to communicate with WPC (small group): communication with WPC to be provided by SWPC Rep.
- g. Action: Eric to reach out to Dawn to see if she has anyone in mind as a new SEEC Rep.
  - WPC will officially be considered part of the SWPC cluster.
- h. Action: Eric to update web page for Molly's role as Vice Chair
- i. Action: Lucia to generate cluster lists (East, SEEC)

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

- a. **Current State**
  - Mentor registration is closed.
  - Mentee registration runs through Oct 1 (~1 week remaining)
  - 37 mentors registered
  - 21 confirmed pairs so far
    1. 2 unpaired mentees
    2. 16 unpaired mentors (**Mentors are still available!**)
- b. Constituents interested in more information?
  - The recording of *Braiding Your River* seminar is now online: <https://cires.colorado.edu/outreach/programs/braiding-your-river-cires-career-development-series>
  - Website: <https://ciresmentoring.colorado.edu>
  - Committee email address: [ciresmentoring@colorado.edu](mailto:ciresmentoring@colorado.edu)

- c. The Mentorship Committee would like to formally and publicly acknowledge program participants at Rendezvous to both express appreciation for their efforts and advertise the program (increase participation).
  - Discussion: CMC supports recognition of mentors' current and past commitment to mentorship at Rendezvous.
  - Follow-up: Some CMC Reps received emails expressing concern that mentees might feel awkward.
  - Proposed resolution: Prior to Rendezvous, the Mentorship Program Committee will reach out to mentors-only in the program to request permission for acknowledgement during Rendezvous. Mentors have to opt-in to be recognized. Refer to the Mentorship poster.

## 5. OPA (Gaby, Meg)

- a. Updates to OPA website:
  - Nomination cannot be edited after submission -- clarified
  - Nominator view page - new
  - Committee view page - expanded to show missing letters of support
  - Script to email nominators whose submissions are not complete (letters missing)
  - CIRES IT cc'ed on all support letter requests
  - Guidance for letter writers in email (more info on what makes a store support letter)
- b. References:
  - General OPA introduction on public website: <https://cires.colorado.edu/about/institutional-programs/outstanding-performance-awards>
  - More detailed information with dates and examples of nominations, etc., are on InsideCIRES: <https://insidecires.colorado.edu/opa/nominate.php>
- c. Write a report with main issues and key information for the next OPAC Chair.
  - [Timeline](#) has been updated to include more details. The 2021 Nomination call, OPA timeline and the anonymized emails to winner or runner-up nominators have been added as templates to the [Revised 2021 OPA Guide](#)
- d. Discussion: Members of CIRES Admin have been nominated and received OPA awards in the past. In the past, HR Directors and Associate Director for Science (i.e. senior management) have written support letters. However, during this current OPA cycle, there has been resistance from senior management to nominate or provide support letters. This effectively means that CIRES Admin members are currently blocked from being considered for an OPA. There seems to be an implication that the OPA Committee would be unduly influenced by CIRES senior management.
- e. Action: CMC Chair and CMC Vice-Chair to clarify OPA process with Assoc. Dir. Science. Is it appropriate for senior managers within CIRES clusters to write support letters?

## 6. Diversity, Equity, and Inclusion (Gaby, Meg, Lucia)

- a. Susan Sullivan has been working on a strategic plan for CIRES and has circulated a draft with the CMC, CIRES Diversity and Inclusion Community of Practice and others for feedback. Susan is synthesizing comments. An (updated?) version will be shared with all of CIRES in the near future.
- b. Update from Susan: There will be another CU culture survey this fall **but** CIRES will not take part in it. The next CIRES culture survey will be in Fall 2022 and will be used for the CIRES [ARPAC review](#) in 2023.
- c. CU South Annexation (Meg and Lucia) -- plan includes affordable housing units for 1,100 CU students, faculty and staff. Complex issue.
- d. CIRES HR is launching another project to assess salary equity across CIRES ("CIRES-wide compensation analysis"). Refer to CMC email from September 21, 2021 with subject "Workshop Invitation: Creating your Position Description:" "All Associate Scientists and Research Scientists will be asked to complete a new position description specifically for this project during fall 2021, and these descriptions will be essential to successful project outcomes." Workshops to explain the process and review the project templates for job descriptions to be used are Tuesday and Wednesday ,September 28-29, 1 PM-2:15 PM.
- e. Discussion: We need to have good attendance at the Position Description Workshops.
- f. Action: (All CMC Reps) Encourage your cluster members (forward CIRES email from last week) to attend the Position Description Workshops Sept. 28 and 29.

## 7. CIRES Career Track Committee (Yelena)

- a. Feedback received so far on draft (final feedback due tomorrow, Sept. 24)
- b. Consolidating feedback from clusters into one document for CT Committee
- c. Action: Follow-up in email after the Sept. 24 deadline to aggregate Career Track feedback
- d. Notes: I am not sure people in my lab are taking the time to read the draft and give feedback. Everyone is quite busy with usual work and more meetings/workshops than usual in the past 2-3 weeks. I think it is important for the CT Committee to evaluate their approach to garner feedback and not assume that silence means "approval" or "carte blanche". What is efficient for the committee may not be what works in real life.

## 8. Chair's Update (Joe)

- a. Update with Christine:
  - CMC members have circulated the draft of the career track updates to their constituents. Deadline for feedback is Sep. 24. She is looking forward to receiving feedback.

- Mentioned the parking issue at RL2. Christine says all campus lots are pay-to-park on weekends. She will look into whether or not the change was communicated.
- Regarding concerns about the AMS meeting in Houston: there is a statement out from AMS regarding this. CMC members should point people to this: <https://annual.ametsoc.org/index.cfm/2022/about-the-meeting/message-on-concerns-of-having-the-ams-annual-meeting-in-houston-texas/>
- A reminder that CMC members should not use any federal channels to express personal opinions regarding the situation.

## Open Issues:

1. Change to CU parking policy in Research Laboratory No. 2 (RL2, East Campus) lot (Molly)
  - a. CU Parking Services changed the signage to indicate that faculty/staff have to pay for parking between 7:30 AM and 7 PM, seven days a week. Previously, a permit was only required between 7:30 AM and 5:30 PM M-F, but free on the weekends. Now employees will have to pay for weekend parking. Permits are only available to faculty and staff. Aside: Overflow parking from Scott Carpenter Park can use metered parking spots at RL2. (It's a large lot.)
  - b. Action: Mistia to ask if other CU parking lots impacted, or just employees parking in RL2. Questions: Are the changes just to the RL2 lot or is it campus wide? What's the reason? How were people informed of this change?
  - c. Action: Molly to follow-up with Mistia after meeting about RL2 discussion.

## New Issues

1. Concern with CIRES funding going to AMS in Houston, Texas:
  - a. Anonymous comment: "I am enraged and scared of what is happening in Texas over SB8. I don't think that it is appropriate for any funds from CIRES to be used to support activities in Texas. SB8 is an outright assault on women's rights and CIRES should not send CIRES researchers to AMS to give any revenue to that state. We have a moral imperative to boycott. I realize that AMS is a large organization and the conference is a rare opportunity for sharing research and networking BUT if there was ever a time when the horror of recent events hit in a way that CIRES could take direct action against it instead of wringing our hands at how terrible the world has become, it is now. How can we move towards this and broach this subject with CU/CIRES leadership in a meaningful way?"
  - b. Discussion: This University has been quick to make a strong comment regarding worldly issues in the past (mass shootings, issues regarding people of color, etc...). The 'silence on this has been loud', Is there a plan for CIRES or the University to

address this, and if not, what is the justification for not? The CMC felt that the administration should address this issue, regardless of the CIRES' official stance. Does CIRES have any influence over the location of AMS, etc...?

- c. Action: CMC Chair to create Google Doc to capture comments from CMC. CMC Chair to communicate this concern to Christine.
2. CU South annexation (*covered earlier in minutes*)
  - a. Annexation would increase affordable housing in Boulder, but it is a complicated issue. Lucia & Meg will speak briefly.
3. Concern with lack of uniformity in ASA ratings
  - a. See emailed document (anonymous comment)
  - b. Discussion: Question of process of passing information (e.g. specific comments) to CIRES Admin from CMC. (Continue discussion at the next meeting.)
4. Restructuring of CIRES East/Main/NSIDC Clusters (Ryan) (*covered earlier in minutes*)
  - a. Education and outreach recently relocated to the Grandview Building on Main Campus; thus, should probably be included in the Main Cluster. This shift shouldn't affect [CMC Rep counts](#) because NSIDC/East Campus is already short 1 rep, and E&O is only ~12 people, which only slightly increases CMC Main's percentage of representation (i.e. increases from 3.27 to 3.63). However, this change should, at least, be formally acknowledged and discussed amongst the CMC members and finalized between the Main and NSIDC/East Campus clusters to ensure proper dissemination of CMC information.
5. Anonymous concern brought forth regarding CIRES (and NOAA) work-from-home policy in the post COVID world (*table*)

2:02 PM Meeting adjourned.

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## Actions:

- All CMC Reps:
  - Encourage your cluster members (forward CIRES email from September 21 to attend the Position Description Workshops Sept 28 and 29.
  - Contribute to Google Doc (Action by Chair below) around AMS meeting
- Eric:
  - Update CMC web page for Molly's role as Vice Chair
  - Reach out to Dawn to see if she has anyone in mind as a new SEEC Rep.
    - WPC will officially be considered part of the SWPC cluster.
- Lucia:
  - Generate cluster lists (East, SEEC)
- Joe, Meg, Yelena:

- Follow-up in email after the Sept. 24 deadline to aggregate Career Track feedback.
- Molly:
  - Follow-up with Mistia after meeting about the RL2 parking lot discussion.
- CMC Chair and CMC Vice-Chair:
  - Clarify OPA process with Assoc. Dir. Science. Is it appropriate for senior managers within CIRES clusters, including CIRES leadership team, to write support letters?
- CMC Chair:
  - Create Google Doc to capture comments from CMC around the upcoming AMS meeting. CMC Chair to communicate this concern to Christine.
  - Ask CIRES HR for a statement clarifying the merit increase process (where money comes from, deciders of pool existence and size, what it depends on (CO State budget?), etc., beyond the evaluation of employee performance and campus enrollment). -- Lucia to remind Waleed about a written answer for this. Joe to consult with Lucia on status of this.