

CIRES Members Council Meeting

Minutes

October 14, 2021

12:04-1:35 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	Vice-Chair
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	
N	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	
	NSIDC	A. Ga	
	NCEI	Kelly Carignan	

12:04 PM Meeting called to order.

Reports:

- **Secretary (Aaron)**

- Annual CMC Election: Each term-of-office is one year. All positions are up for election at this time. [This document](#) summarizes the process that was followed in 2020.

- Elected position titles, duties, and time commitments are summarized in [this document](#). There are 12 elected positions. Each receives a stipend. I've listed the position titles here for easy reference:
 - Officers (Article 5 of the [By-laws](#)):
 - CMC Chair
 - CMC Vice-Chair
 - Secretary
 - Membership Chair
 - Delegates (Article 6 of the By-laws):
 - Delegate for CIRES Council of Fellows (“Fellows Rep”)
 - Delegate for CIRES Executive Committee (“Exec Rep”)
 - Alternate Delegate for CIRES Fellows and Executive Council (“Alternate Rep” or “Backup Rep”)
 - Standing Committees (Article 7 of the By-laws):
 - *Mentorship Committee Chair
 - *Mentorship Committee Vice-Chair
 - *Rendezvous Committee Chair
 - *Rendezvous Committee Vice-Chair
 - *Outstanding Performance Awards (OPA) Committee Chair
 - *Not yet named in By-laws. Article 9 lays out the process of revising the By-laws. We have a [working draft for updated By-laws](#).
- Let's discuss how to finalize the ballot and how to run the election. (Election procedures are not spelled out in the [By-laws](#).)
 - Finalizing the ballot: In the past, a concern was raised regarding lack of competition during the nomination process for elected positions and that someone may hesitate to nominate themselves if someone else has already nominated themselves.
 - Running the election: Another concern raised during in-person voting was that elections were conducted by a show-of-hands, rather than anonymously. A show-of-hands is impractical during a teleconference. In 2020, there was a write-in option for candidates.
 - Complications:
 - People can't run for multiple positions because there is a chance they could be elected to every position they are nominated for.
 - We currently have a pool of 13 Reps available (Joe and Mistia are leaving the CMC soon, and I will be leaving the CMC in April) to fill 12 officer positions.
 - The CIRES Career Track Revision Committee is a temporary committee (not a standing committee). Typically, people serve on temporary committees until the committee work is completed.
 - Discussion: As several CMC Reps' 3-year terms are ending in early 2022, we may still need them to serve elected positions, even if only for a few months, with an eye toward “grooming” replacements before they depart.

- Action (All): Please send nominations (names and positions) to the Secretary (aaron.sweeney@colorado.edu) by 5 PM, Friday, Oct. 22. If you are interested in several positions, please list them in order of preference.

● **Membership (Eric J.)**

- 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. Eric reached out to Dawn Umpleby but got no response.
 - From Ryan: see bullet #4 of New Items below about the effects of E&O move to Grandview on the Main Campus.
- Webpage for [CMC Members](#) is now up to date with our new members, but roles will be updated based on our elections.
- We just did our annual stipend process. As a reminder, this happens annually in October. Regular CMC members are due to receive \$250 / year, and officers \$500 / year. The chair is paid a monthly stipend, handled separately. Let me know if you think there is an issue with your stipend payments!
- Molly was elected to Vice Chair at the last meeting.
- 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.
- 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.
- Action: Lucia to generate cluster lists for all clusters.
- Discussion: It was suggested to re-advertise the CMC to recruit new Representatives via the main CIRES email. (The last recruitment message was sent April 2, 2021.) Draft text in Google Doc is easiest to work with.
- Action (All): Review CMC recruitment message text.

● **Mentorship Program (Ryan / Janice)**

- 2021 Program is officially underway.
- 38 Mentoring pairs, our largest number ever!
 - Actually had a few people register in the last days that we did not have enough mentors for.
- Kickoff event held October 4.

- **OPA (Gaby)**

- 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>
- 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](#)
- Concern: 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.
- Discussion: Chair discussed with Assoc. Dir. Science the question of whether or not it is appropriate for senior managers within CIRES clusters to write letters of support. There is a persistent feeling of discomfort among higher-ups with writing OPA letters of support. The issue was acknowledged, but there has been no change in discomfort among higher-ups, so it is unlikely that higher-ups will write letters of support going forward. This means teams or individuals from within CIRES Admin are unlikely to have letters of support from CIRES higher-ups, but letters of support from outside CIRES Admin are still possible. The CMC was disappointed in this outcome. There is a feeling that there is a deadend here. Is it worth it to create a new “extension” of the OPA, solely to recognize this subset of employees? There is disagreement within the CMC as to whether this is an appropriate approach. Who is included in the group who won’t write letters of support? Should we get this clarified by CIRES Admin?
- Action (Meg): Follow-up with Assoc. Dir. Science on the list of folks who won’t write letters of support for OPA nominations.

- **Diversity, Equity, and Inclusion (Gaby, Meg, Lucia)**

- 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.
- 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.

- CU South Annexation (Meg and Lucia) -- City Council passed this, but a related item will be on the Boulder Ballot (#302). Feel free to contact Meg or Lucia for different perspectives on this issue!
 - 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, 1pm-2:15pm.
 - Discussion: No update this meeting.
- **CIRES Career Track Committee (Yelena, Meg)**
 - Feedback received so far on draft (final feedback was due Sept. 24)
 - Consolidated feedback from clusters into one document for CT committee
 - Discussion: The next meeting of the Career Track Committee will be Oct. 22. There will be a Career Track Information Session on Nov. 3 from 2-3 PM -- Invite from CIRES will come Tuesday, but it is already on the CIRES blog and calendar.
 - Action (All): Encourage your cluster members to attend the [Career Track Information Session on Nov. 3 from 2-3 PM](#), as it will include important changes.
- **Chair’s Update (Joe)**
 - Thanks for making my time on this committee enjoyable!
 - Working to find a CSL replacement
 - Discussed with Assoc. Dir. Science the upcoming AMS meeting in Houston and the silence from CIRES on the concern. Assoc. Dir. Science to mention this concern to the CIRES Director. Current Chair will get an update prior to their departure. CMC has elevated the concern to CIRES Admin.
 - Discussion: A big thank you from the CMC!

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 the RL2 parking discussion.

New Issues:

1. 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 Oct. meeting.)
- c. Chair raised the concern with Assoc. Dir. Science. It has been a long-standing issue and there have been incremental efforts to make changes and to help cluster members to understand that a rating of 3 is good and that giving a rating of 5 across the board would create a false perception that the rating alone affects the merit increase amount. There is more complexity to deciding the merit increase amount.
- d. Discussion: A request was submitted via the anonymous feedback form to CIRES Admin regarding an official statement on the process of merit increase (who decides, what criteria are used). CIRES Admin has opted not to respond yet until a decision (CU-wide) has been made whether or not there will be a merit increase this year.
- e. Action (Meg): Follow-up with Molly on whether there was a response.

2. When will CU Regents make a decision regarding merit increases?

- a. No update yet from CU Regents. CIRES has a meeting on this today--there is *potential* for an update later today. If there is an update, CIRES will communicate this out by the end of this week.

3. Anonymous concern brought forth regarding CIRES (and NOAA) work-from-home policy in the post COVID world

- a. Chair discussed this with the Assoc. Dir. Science (who has read the entire comment). It has been elevated to the CIRES Director and a response is on the anonymous feedback page.
- b. Discussion: There was a concern expressed around the carbon-footprint from travel (esp. conferences). Has there been any effort to inventory the carbon-footprint of CIRES (commute and work-related travel)? Will revisit at a later meeting.

1:35 PM Meeting adjourned.

Actions:

- All CMC Reps:
 - Please send nominations (names and positions) for CMC elected positions to the Secretary (aaron.sweeney@colorado.edu) by 5 PM, Friday, Oct. 22. If you are interested in several positions, please list them in order of preference. (Yes, you may nominate yourself.)
 - Review CMC recruitment message text as soon as possible.
 - Encourage your cluster members to attend the [Career Track Information Session on Nov. 3 from 2-3 PM](#), as it will include important changes.
 - Remind your cluster to update their Position Descriptions. Supervisors can check whether their supervisees have submitted an updated and signed PD on InsideCIRES.
- Eric:
 - 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 for all clusters.
- Meg:
 - Follow-up with Assoc. Dir. Science on the list of folks who won't write letters of support for OPA nominations.
 - Follow-up with Molly on whether there was a response to the concern around lack of uniformity in ASA ratings.
- Molly:
 - Molly to follow-up with Mistia after meeting about the RL2 parking discussion.