

CIRES Members Council Meeting

Minutes

November 12, 2021

12:04-1:43 PM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Yelena Pichugina	Delegate for Fellows Council Career Track Committee Rep
Y	East Campus	Molly Hardman	Vice-Chair
N	East Campus	Mistia Zuckerman	Alternate Delegate
Y	GML	Jon Kofler	
Y	GML	Gaby Pétron	Chair
Y	GSL	Eric James	Membership Chair
Y	GSL	Man Zhang	Rendezvous Vice-Chair
Y	Main Campus	Ryan Cassotto	Delegate for Executive Committee
Y	Main Campus / IT	Meg Tilton	Rendezvous Chair
Y	Main Campus/HR/Adm	Jimena Ugaz	
Y	NCEI	Sam Califf	
Y	NCEI	Aaron Sweeney	Secretary
Y	PSL	Janice Bytheway	Mentorship Chair
Y	PSL	Chesley McColl	OPA Chair
Y	SWPC	Hazel Bain	Mentorship Vice-Chair
Y/N	CIRES Section	Liaison	Role
Y	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	Guests	
	SEEC	Adam Mahood	
	NSIDC	Agnieszka Gautier (Aga)	
	CIRES Admin/Finance	Nikki Joy	
	GML	Matthew Gentry	
	CIRES E&O	Daniela Pennycook	

12:04 PM Meeting called to order.

There was a suggestion to add a standing agenda item at the end to hear from any guests that attend the CMC Meeting.

Reports:

- **Secretary (Aaron)**

- Annual CMC Election: The ballot was finalized and circulated Oct. 28. The deadline for voting was 5 PM on Nov. 3. 14 CMC Reps participated in the vote. The election results were announced via the cires-cmc@lists.colorado.edu email list on Nov. 3. The new office-holders and their positions have been updated in the attendance table above.

- **Membership (Eric J.)**

- Potential new members: Agnieszka (Aga) Gautier from NSIDC, and Adam Mahood from Earth Lab.
- Webpage for [CMC Members](#) is now up to date with our new members, but roles will be updated based on our elections.
- A CMC recruitment email was sent out last week.
- Lucia has revisited cluster numbers (see the [spreadsheet](#))
- Based on revised cluster numbers, we still need additional reps from PSL and CSL. Joe may have forgotten to recruit a replacement for CSL in the busyness of his departure. Yelena has reached out in CSL and someone may join our next meeting.
- Discussion: Aga nominated as CMC Rep from NSIDC. Still looking for a CMC Rep from PSL, CSL, SEEC. Introduction of guests to this meeting. Adam M. nominated as CMC Rep from SEEC. We voted for both nominations.
- Decisions: Aga is recognized as a new CMC Rep. Adam is recognized as a new CMC Rep.

- **Mentorship Program (Janice, Hazel)**

- There may be posters from the 2019 program somewhere on campus. If you see one, please take it down.
- Discussion: Brief discussion of recent emails received by mentorship email list and other lists. To be resolved offline via CIRES IT ticket. Incoming chair and outgoing chair to discuss transition tasks after meeting.

- **OPA (Chesley)**

- 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>
- Concern: Members of CIRES Admin have been nominated and received OPA awards in the past. However, during this current OPA cycle, there has been resistance from senior management to nominate or provide support letters.

- 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.
- Update (Meg's talk with Christine):
 - All of the senior management team will not write letters. So anyone who directly reports to a senior manager will not have a letter from their supervisor. However, in departments like Finance where there is a more tiered structure, supervisors who are not senior managers (e.g., Ted DeMaria) can write letters.
 - Senior Management does not have any fundamental objections to admin team members getting an OPA.
- Action (Chesley): Create Timeline for 2022 OPA. Recruit OPA committee members. 2021 Timeline is [here](#) and OPA Guide [here](#).
- Discussion: Appeal for previous OPA Committee members to discuss with the incoming chair. CMC Reps should ask their membership for interest to serve on the OPAC (as a non-CMC Rep).

- **CIRES Rendez-vous (Meg, Man)**

- Planned date for 2022 is May 13th
- Linda has reserved rooms in UMC in hopes that we will be able to have Rendezvous in person.
- Holiday party is online and needs 30-second talent videos! Please encourage your groups to create something and submit it to Linda.Pendergrass@colorado.edu.
- Action (All): Please encourage your groups to submit 30-second talent videos. Instructions were included in an email from CIRES sent Nov. 8 with Subject: "Reminder: Virtual CIRES Seasonal Celebration 2021!"
- Discussion: A question was raised about accessibility of Rendezvous to remote workers, even if it is held in-person. A desire was expressed for online access to posters.

- **Diversity, Equity, and Inclusion (Mistia)**

- CIRES HR has launched another project to assess salary equity across CIRES ("CIRES-wide compensation analysis").
- Discussion: No update today.

- **CIRES Career Track Committee (Yelena, Meg)**

- Action (All): Send recording link to your cluster members for the [Career Track Information Session on Nov. 3 from 2-3 PM: https://youtu.be/ZyjT29Cppyw](#). Please pass along any feedback from your cluster about this information.

- Discussion around promotion language: The [years-in-service requirements table for promotions](#) has been updated (past day or two). For promotion from AS1 to AS2, the table indicates 0-3 years. However, the [text around years-of-service from AS1 to AS2](#) says three years and should be updated. Previous language suggested that AS1 should not remain in that position longer than 3 years: "An Associate Scientist I will be formally evaluated by the end of three years of service and considered for promotion to Associate Scientist II."
- Discussion around promotion and supervisor responsibilities: There was a suggestion to provide prompts to supervisors through ASA process to assess promotion potential of their supervisees and provide useful guidance. Supervisors should be encouraged to attend supervisor and ASA trainings provided by CU HR. Idea of having a specific section on the ASA speaking to preparation for promotion. Supportive supervisors (career, promotion) are essential to employee retention. Supervisor training should include discussion on how to make ASA ratings consistent within a group and also consistent across a division. Anonymous feedback provided to the CMC and to CIRES indicates that this is not always the case. Furthermore, it should be clear that ratings are not given on a "curve", for example there is no requirement for a percentage of below-average ratings.
- Discussion around input from federal science advisors: Recent guidance from NOAA calls for science advisors to focus on feedback at the project level only, rather than on the performance of individual CI employees. This requires more management from CIRES leads and may prevent valuable input from science advisors to an individual's ASA and career progression. For some CI employees, their Science Advisor is more knowledgeable about their day-to-day work than the CIRES Supervisor.
- Action (Lucia, Jimena): Solicit feedback (via email) from interested CMC Reps around what would be helpful for future supervisors training, especially with regard to career development and promotion preparation and potential new section to ASA.

- **Chair's Update (Gaby)**

- No updates. Chair and Vice-Chair to schedule a meeting with CIRES Assoc. Dir. Science.

Decision: Table open and new issues given the time.

Decision: No December meeting for CMC. A meeting for OPA will be scheduled for December.

1:43 PM Meeting adjourned.

Actions:

- All:
 - Please encourage your groups to submit 30-second talent videos. Instructions were included in an email from CIRES sent Nov. 8 with Subject: "Reminder: Virtual CIRES Seasonal Celebration 2021!"

- Send recording link to your cluster members for the [Career Track Information Session on Nov. 3 from 2-3 PM: https://youtu.be/ZyjT29Cppyw](#). Please pass along any feedback from your cluster about this information.
- Chesley: Create Timeline for 2022 OPA. Recruit OPA committee members. 2021 Timeline is [here](#) and OPA Guide [here](#).
- Lucia, Jimena: Solicit feedback (via email) from interested CMC Reps around what would be helpful for future supervisors training, especially with regard to career development and promotion preparation.