

CIRES Members Council Meeting

Minutes

January 13, 2022

12:05-2:00 PM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Yelena Pichugina	Delegate for Fellows Council Career Track Committee Rep
	CSL	?	
Y	East Campus	Agnieszka Gautier	
Y	East Campus	Molly Hardman	Vice-Chair
Y	East Campus	Adam Mahood	
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
N	SWPC	Hazel Bain	Mentorship Vice-Chair
Y/N	CIRES Section	Liaison	Role
Y	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	Guests	
	CIRES E&O	Daniela Pennycook	
	NCEI	Kelly Carignan	
	GML	Matt Gentry	
	CIRES IT	Rachael Fritchie	
	PSL	Zofia Stanley	

12:05 PM Meeting called to order.

Reports (Part I):

- **Secretary (Aaron)**

- My last CMC meeting as Secretary will be in March. A new Secretary is needed beginning with our April meeting. See the "[CMC - Elected Position Descriptions - Draft](#)" for time commitment and duties, and see the "[Secretary's Guide](#)" for how-to's. If interested in serving, please contact me ASAP.

- **Membership (Eric J.)**

- Agnieszka (Aga) Gautier from NSIDC, and Adam Mahood from Earth Lab have joined the CMC. (NSIDC and Earth Lab are both part of East Campus Representation.)
- The web page for [CMC Members](#) is now up-to-date with our new members.
- Discussion: We decided a few months or years ago not to show the OPA officer position on the CMC web page since it would be better if the committee remained anonymous. Otherwise OPA applicants may feel some animosity towards specific people on the committee if they are not selected. Does everyone agree with this?
- Discussion: The OPA Chair role is indicated in the attendance list in the meeting minutes. The previous OPA Chair reports no undue influence or harassment from folks who knew they were serving as OPA Chair. Other (non-Chair) members of the OPA Committee remain anonymous. Table the proposal to anonymize OPA Chair.
- CIRES cluster numbers are here: [spreadsheet](#).
- Discussion: Still looking for a CMC Rep from PSL, CSL.
- Introduction of guests to this meeting.
- Daniela Pennycook (from Education and Outreach) is interested in joining CMC and attended this meeting.
- Matt Gentry (from GML) is interested in taking Jon Kofler's spot (Jon needs to step down).
- Zofia Stanley (from PSL) is also attending and may be interested in joining in the future.
- Action: (Meg) Poll to be circulated after this meeting to approve Matt and Daniela as CMC Reps.
- Introductions of Daniela and Matt

New Issue:

- **Marshall Fire Impacts and Recovery**

- Fire related leave information: see info [here](#).
 - Question for HR : Is this "emergency" leave paid leave?

- Answer: *“To answer your question about fire/disaster leave: it is paid and it does not come from your sick/vacation accruals. You do have to apply to use the leave, however and depending on your situation there are different amounts allowed (40 hours for those who need mitigation, 160 for those who lost their homes). If anyone needs more, they can also reach out [to CIRES HR] as these figures are not written in stone.”*
- Career track/ Promotion applications--new deadlines. See [here](#).
- Informational page on “How to Mitigate Post-Fire Smoke Impacts in Your Home” [here](#).
- CU Boulder CONVERGE Virtual Forum **Wednesday, January 19, 2 to 3 pm**
 - Focused on research needs of the community and proposed research in response to the Boulder County Fires
 - Registration and more info on this [website](#)
- The road to recovery will be long for those displaced by the fires. What can the CMC do to support those displaced by the wildfires in the long term?
- Discussion: People that have been impacted are busy fielding multiple calls and concerns as they arise and relying on close friends/neighbors--no time now to review spreadsheets, but nice to hear. Longer term: encouraging those who have offered items to consider updating their offerings given that there is no longer need for space heaters (for example). Immediate needs have evolved. There isn't any CU leave type for volunteering. Someone asked about “volunteer leave” with CIRES or CU, but it didn't go anywhere. (Carry forward this topic.)
- Bus Impact (due to fires? Or COVID?): Daniela: FF2 Bus (express) not running – impact on CIRES group(s). Takes 2 hrs to commute without the express bus.
- Action: Meg, Gaby, Molly, and Jimena will monitor Ryan's spreadsheet (offers of assistance, needs request) for new needs.

Reports (Part II):

- **Mentorship Program (Janice, Hazel)**
 - Midpoint survey is active
 - Will leave open for longer and send reminders late Jan due to Marshall Fire
 - An informal chat session with participants was held Jan 12. 15 people attended.
 - Scheduling of trainings for the 2021-2022 program
 - Three trainings planned:
 - Setting and Achieving Goals
 - Individual Development Plans
 - Times up with Tommy Acierno (will be hosted as a CIRES-wide training)
 - Hoping to schedule the first for mid-February

- **OPA (Chesley)**

- Update from Chesley: Timeline for 2022 OPA. **Nominations Due: February 7, 2022; Support Letters Due: February 18, 2022, Award Winners directly notified Mar 28th**
- Recruitment of OPA Committee (OPAC) members.
 - On average, we receive 10-20 nominations and make about six selections. Each member will review ~6 nominations, 3 of which will be a detailed review, the other three less detailed.
 - Time commitment review period: **Feb 21 - Mar. 4**, appeals period: **Mar 14-18**
- Update from Meg: Nomination submission webpage, support letter email requests and OPA committee access page were tested and all are ready.
- Discussion: Seven people have volunteered to serve on OPAC (2 CSL, 2 East Campus, 2 PSL, 1 NCEI). Previous OPA Chair reports no appeals last year, but one nominator asked for feedback.
 - 3 CMC Reps: NCEI, PSL, (CSL, East Campus - replace with CMC Rep from another cluster, e.g. GML, GSL, Main Campus, SWPC)
 - 3 outside of CMC: CSL, East Campus, PSL
 - Action: CMC Reps from GML, GSL, Main Campus, and SWPC should ask people from their clusters to volunteer to serve on OPAC

- **CIRES Rendezvous (Meg, Man)**

- First committee meeting next week
- 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.
- Rendezvous should be accessible to remote workers, even if it is held in-person. A desire was expressed for online access to posters.

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

- Discussion: No update today.

- **CIRES Career Track and Promotions (Lucia, Jimena,...)**

- (Meg) – Discussion around input from federal science advisors (the fact some NOAA labs prohibit federal science advisor feedback to CIRES employees). Spoke with Christine. She advised people NOT to elevate this issue within NOAA, as the likely result is that NOAA will make the requirements apply across all the labs. Christine knows this restriction is an issue, and the promotion committee as well.

So they will understand this NOAA restriction when adjudicating promotions. Christine understands this is an issue and the CMC will talk to her more after the recompetes is done (~ late Aug-Sept, 2022).

- Follow-up on previous 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.
- Discussion: Yelena and Meg have wrapped up their involvement. Need someone to follow-up on ASA improvements (supervisor training) based on feedback. Jimena expressed interest. Hazel will share an update on how her lab/group is handling this at our next meeting. Lucia to set up a meeting to discuss issue(s) and how to address them. Supervisor “360” reviews are needed. Please reach out to Lucia if interested in providing feedback.

- **Chair’s Update (Gaby & Molly)**

- The Vice-Chair met with CIRES Assoc. Dir. Science in November: Discussed career track and ASA issues. Christine proposed that the CMC might want to invite Angela to a meeting to go over: (1) any remaining questions regarding the career track changes and (2) supervisor training especially with regard to career development and promotion preparation.
- Gaby and Molly will meet with Christine in early February to follow-up.

- **Anonymous Feedback (Lucia)**

- Topics
 - Request for flexibility re. back to work date and remote work arrangements.
 - Still a gray area at the NOAA building.
 - Covid vaccination and booster for CIRES employees is a CU requirement.

New Issues:

- **New topics or concerns**

Please enter a short summary for new items you would like to bring up to the CMC here. As time allows, we will review the list and decide how the CMC can try and help.

- a. CIRES promotion package submission : new deadlines are [here](#) (package submission 1/21/2022, letters of support 2/11/2022).
- b. Who reviews applications for Senior Research Scientists and Senior Associate Scientists?
- c. Booster Requirement Now in Effect for CU Boulder Community. See January 11 email from the Executive Vice Provost and COO and this [link](#).
- d. Update on meeting with Craig McLean, Louisville Mayor, CIRES and NOAA leadership re: long term fire impacts 01/12 (Lucia)
- e. CIRES supervisor 360 evaluation

Next Meeting: February.

2:00 PM Meeting adjourned.

Actions:

- Meg: Poll to be circulated after this meeting to approve Matt and Daniela as CMC Reps.
- Meg, Gaby, Molly, and Jimena will monitor Ryan's spreadsheet (offers of assistance, needs request) for new needs.
- CMC Reps from GML, GSL, Main Campus, and SWPC should ask people from their clusters to volunteer to serve on OPAC