

# CIRES Members Council Meeting

Minutes

February 25, 2022

9:03-10:52 AM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
N	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	
Y	East Campus	Mistia Zuckerman	Alternate Delegate
Y	GML	Matt Gentry	
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	Main Campus/ E&O	Daniela Pennycook	
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	
	NCEI	Pamela Wyatt	
	NCEI	Chuck Anderson	
	NCEI	Patrick Alken	
	PSL	Zofia Stanley	

9:03 AM Meeting called to order.

## Reports:

- **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.
- Question: PDF of CMC meeting minutes does not have working links within the minutes.
- Action (Aaron): Troubleshoot why URLs are not clickable within the meeting minutes PDF.

- **Membership (Eric J.)**

- The web page for [CMC Members](#) is now up-to-date with our new members.
- CIRES cluster numbers are here: [spreadsheet](#).
- Discussion: Still looking for a CMC Rep from PSL, CSL.
- Zofia Stanley (PSL) expressed interest in serving to their leadership.
- Discussion: When Aaron steps down as CMC Rep from NCEI, we need one person from NCEI to replace him. Lucia also pointed out that the 3% representation is a max population of CMC, so we need to be careful about allowing too many new CMC members to join.

- **Outstanding Performance Awards (OPA) (Chesley)**

- **Nominations and Support letters were all received by February 18, 2022**
- Time commitment review period: **Feb 21 - Mar. 4**, appeals period: **Mar 14-18**
- We had two OPA Committee (OPAC) members who needed to step down due to being nominated for an award and one needed to step down due to leaving CIRES. We have our 6 volunteers to serve on OPAC (3 CMC Reps: NCEI, PSL, CSL; 3 outside of CMC: PSL, NCEI, GFL).
- We have 17 nominations this year: 10 within the Service Category and 7 within the Science and Engineering Category.
- The first OPAC meeting was Feb 22.
- We will meet next Wednesday to rank all the nominations.
- **Award Winners will be directly notified Mar 28th.**

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

- Committee met yesterday.
- The date of this year's Rendezvous is **May 13th**, with poster abstracts due **March 15**. We're hoping to hold this in person.
- Linda would like help making sure no one is overlooked for Years-in-Service awards. CMC Reps should email their clusters asking people to let them know if they are coming up on a big "Years of Service" milestone (i.e. they've been at CIRES 5, 10, 15, 20, 25, 30, 35, or 40 years). CMC Reps can then email Linda this information, so she can cross-check it with her records. (NOTE: "Years of Service" count full years starting on May 1. So if someone started May 4 of 2020, they actually will not reach one year of service until May 1, 2022.)
- In this same email, it would be good for Reps to encourage people to attend Rendezvous and maybe say a sentence or two about it. For example, "CIRES Rendezvous is a social and professional event open to all CIRES employees. It's a great chance to gather and learn about interesting work your coworkers are doing, and there is free food! You do not need to present a poster to attend."
- See <https://ciresevents.colorado.edu/rendezvous/> for details, including schedule.
- Action: An online viewing option is desired, especially for remote employees.

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

- Jon Kofler has rotated off the committee. We need to replace him, hopefully with someone from the same cluster (GML).
- Midpoint survey results are in:
  - Overall very positive, lots of good suggestions to implement for next year
- Trainings:
  - Times Up! with Tommy Acierno March 11 1:00-2:30 PM
    - This will be open to all CIRES employees.
  - Still working to schedule a combination goal setting and individual career planning webinar for mid-April.
- Hoping to organize something in-person, maybe at Rendezvous.
- Discussion: We had four or five unpaired mentees this year. This is the first year we had extra mentees. The Mentoring website is not currently set up to allow many-to-one pairings. See <https://ciresmentoring.colorado.edu/>. Both the number of mentees and mentors has been growing. Around 50% of 2019/20 and 2020/21 mentors have volunteered for at least two years.

- **Marshall Fire Impacts and Recovery**

- Several evacuated people are not back home yet.

- Paid Administrative Leave is still available for CIRES employees. Contact CIRES HR if you have not already.
- Action: Meg, Gaby, Molly, and Jimena for the CMC will keep monitoring the donations/requests spreadsheet as situations/needs evolve.
  - New request: toys and clothes for 2 yr old boy (turning 2 in April)
- 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.)*
- RTD FF2 route is not operating while the [COVID-19 Service Change](#) is in place. Daniela: RTD FF2 Bus (express) any updates? This bus will start up again in May. The Y Bus to Lyons is slated to be canceled, unfortunately.

- **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).
- Discussion: Committee has met twice to define problem, scope, and institute-wide issues, including both ASA and Career Track. In discussion on employee expectations (non-supervisor), including cultivating intentional goal setting on the part of supervisees. Updating and expanding ASA instruction text on InsideCIRES, especially how the ASA feeds into the Career Track process. Supervisor Training on Monday, 2/28.
- Action: CMC Reps can seek more feedback from their clusters for CIRES HR, and promote trainings to their clusters.

- **Optional welcome meeting with new representatives (Aaron, Aga, Sam, Adam, Gaby)**

- Discussed CMC's role of representing CIRES staff, to communicate issues with CIRES HR and leadership, work with others on solutions sometimes with special committees (CU housing, ASA), etc. CMC organizes OPA and Rendezvous.
- Different CIRES units are organized differently and will have common and different issues:
  - Staff of about 700
  - ⅔ CIRES @ NOAA, ⅓ Main/East/SEEC Campuses

- Local support varies. For example:
      - NOAA has four data centers. NCEI administration is in North Carolina
      - NSIDC has no Feds
    - WPC is totally remote (Maryland)
  - Common concerns include:
    - Low morale (related to issues with communication, recognition, lack of clarity, rumors)
    - Need for good/better communications
    - Need for good role models incl. supervisors and mentors
    - Increased cost of living, pay stagnation, pay equity, lack of transparency around pay and pay/promotion increases
    - Work experience not always recognized, valued, and compensated fairly,
    - CIRES/CU losing attractiveness given low salaries also for grad students, large turnover for some jobs (taxing for supervisors who have to train new people, loss of expertise, lack of recognition of causes)
    - Not enough support for non-scientist tracks
    - Flexibility regarding back-to-work
  - Unit specific concerns:
    - It is unclear what are common rules across CIRES units vs. special accommodations in each unit (e.g. ASA rating at NSIDC, CIRES CIRES supervision/Science advisors at SWPC).
    - CIRES leadership/management structure within units/groups (e.g. NCEI has a CIRES lead who is involved in day to day sense of belonging, support, etc.).
  - Discussion: The hope is to take these concerns, summarize, and present (with possible recommendations?) to CIRES Admin. Low morale results in low engagement. There is a desire that CIRES supervisors be proactive in communicating to their federal partners the importance of CIRES supervisees taking advantage of CU and/or CIRES trainings, including supervisor training.

## ● Chair's Update (Gaby & Molly)

- The Vice-Chair and Chair met with CIRES Assoc. Dir. Science on February 3rd: Discussed various topics:
  - Housing and high cost of living: known issue, South Boulder campus plan for more affordable housing still not approved. CU Boulder has lower wages in general compared to other employers in the area. Some job applicants turned down offers because of salaries being too low. Active topic for CU in general.
  - Future work arrangements: CU has come up with a set of policies for the employee and employer sides for remote and hybrid work. See <https://www.colorado.edu/hr/work-modalities-schedules>. Then for CIRES @NOAA and in other centers, there will likely be other constraints. Each unit (lab or center) may have its own "rules."

- Evolution of pandemic health risks management: still evolving. CU still has a mask mandate and “everyone” is back in person. CU works closely with Boulder county. NOAA is still working on a new plan for phased return. Updates/communications on this remain important. CIRES leadership will share relevant new information as soon as they can. It will be important for employees to reach out if something does not look or feel safe.
    - Promotion applications: record number this year!
  - Gaby and Molly will meet with Christine in March.

- **Anonymous Feedback (Lucia)**

- Topic: Can the vacation cap be increased again? Answer: No. The cap of 352 hours of vacation is in effect and any vacation leave accruals in excess of 352 hours will be lost on 07/01/2022.
  - Anonymous request: Request for telework stipend.

## 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. Housing situation in the "commute area" for CIRES and future work arrangement. Cost of housing increases faster than salaries. Telework days mean no commute. Impacts of CIRES / CU policies and salary levels on recruitment and retention. *(Not discussed today. Carry forward to the next meeting.)*
- b. A recent snow day at CU and for several school districts was actually a work day for CIRES at NOAA staff (some of us with kids at home). See [new snow day policy](#) recently shared. The NOAA building was closed but most people work remotely. Is there an equity issue there? What do people think about the ambiguity in some cases of having to follow NOAA vs. CIRES rules? *(Not discussed today. Carry forward to the next meeting.)*
- c. Evolving covid related policies or mandates impacting CIRES staff and their families... For example: Lifting of mask mandates in several counties and school districts. *(Not discussed today. Carry forward to the next meeting.)*
- d. Booster Requirement Now in Effect for CU Boulder Community. See January 11 email from the Executive Vice Provost and COO and this [link](#). *(Not discussed today. Carry forward to the next meeting.)*
- e. CIRES supervisor 360 evaluation *(Not discussed today. Carry forward to the next meeting.)*
- f. Opportunity to add a second CMC Rep to CIRES Executive Committee; see section III.B in [CIRES Bylaws](#).
  - i. Statement from the Secretary:
    - [Article 6 of the CMC Bylaws](#) states: "There shall be one primary delegate to the Fellows' Council and one primary delegate to the Executive

Committee." The CMC Bylaws were approved by the CMC and by Waleed in January 2018. However, this conflicts with [Section III.B of the CIRES Bylaws](#): "The CIRES Executive Committee consists of the CIRES Director, Associate Directors of CIRES, four CIRES Fellows elected by the Council of Fellows, and **two representatives elected by the CIRES Council of Members** [*emphasis added*]."

- Additionally, from [Section III.C of the CIRES Bylaws](#), it states: "The Council of Members will elect two representatives of CIRES who will serve on the Executive Committee and will attend meetings of the Council of Fellows." This statement is confusing. Does it mean that the same two reps will attend both the Executive Committee meetings and the Council of Fellows meetings? Or does it mean that one rep will attend the Executive Committee meetings and one rep will attend the Council of Fellows meetings?
  - Article 9 of the CMC Bylaws lays out the process for modifying the bylaws: "Any changes to the content or language of these By-Laws must be presented to the CMC for majority approval. After approval, the By-Laws must be submitted to the CIRES Director for approval before being enacted." If we want to change the Bylaws, we ought to start with our latest [working draft of the CMC Bylaws](#) (not yet approved).
- ii. Discussion: The Executive Committee is currently 8 people: CIRES Director, 2 CIRES Associate Directors, 4 Fellows, and 1 CMC Delegate. Waleed wants to grow the Executive Committee. Ryan will discuss with Yelena and come back to CMC with recommendations. There is more engagement including CMC delegates at the Exec Committee, as compared to the observer role of the CMC delegate to the Council of Fellows.

Next Meeting: March.

10:52 AM Meeting adjourned.

---

## Actions:

- (Ongoing) Meg, Gaby, Molly, and Jimena will monitor Ryan's spreadsheet (offers of assistance, needs request) for new needs.
- Aaron: Troubleshoot why URLs are not clickable within the meeting minutes PDF.
- Meg, Man: An online viewing option for CIRES Rendezvous is desired, especially for remote employees.
- All: CMC Reps can seek more feedback from their clusters for CIRES HR, and promote trainings to their clusters.