

# CIRES Members Council Meeting

Minutes

March 30, 2022

12:01-1:32 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	CSL	Siyuan Wang	
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
N	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	
N	NCEI	Sam Califf	
Y	NCEI	Aaron Sweeney	Secretary
Y	NCEI	Chuck Anderson	
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	
	Main Campus/IT	Rachael Fritchie	
	SWPC	Richard Sheppard	
	SWPC	Charlotte Martinkus	
	SWPC	Zohaib Rauf	
	SWPC	David Stone	

12:01 PM Meeting called to order.

## Reports:

- **Secretary (Aaron)**
  - (Action from Feb. 25 meeting) I changed the publishing workflow for meeting minutes to ensure that links embedded in the PDF are active. I also updated the "[Secretary's Guide](#)" to reflect this change.
  - Today is my last CMC Meeting as Secretary and as a CMC Rep. It's been a privilege and a pleasure to serve. I wish you all the best. Keep on keepin' on.
  - CMC Action: Vote in a new Secretary, whose term will begin April 1, 2022. Agnieszka has volunteered for this role.
  - Decision: Aga was approved as new Secretary with 16 votes in favor.
  - Discussion: There was a desire expressed to finalize / update Bylaws and roles and responsibilities.
  - Action: Aaron to pass along a list of unfinished documents/tasks as we transition with our new Secretary.
  
- **Membership (Eric J.)**
  - The web page for [CMC Members](#) is now up to date with our new members.
  - CIRES cluster numbers are here: [spreadsheet](#).
  - 2 new CMC representatives: Siyuan Wang (NOAA CSL) and Chuck Anderson (NCEI) were voted in in March 2022.
  - During our Feb meeting, Lucia explained that we need to be careful not to exceed the 3% representation limit. So we should keep individual cluster representation near 3%. If a cluster has more volunteers for positions than we can accept, we can make a note and inform them if a vacancy appears.
  
- **CMC Delegates at Executive and Fellows Committees (Ryan C.)**
  - Until this month, the CMC has had one delegate for the CIRES Executive Committee (Ryan), one delegate for the CIRES Fellows Committee (Yelena) and one alternate (Mistia) that fills in on an as needed basis if a delegate cannot be present. These positions are typically voted in at our November meeting.
  - The Executive Committee is currently 10 people: CIRES Director, 2 CIRES Associate Directors, 4 Fellows, and 1 CMC Delegate. Waleed wants to grow the Executive Committee. 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.
  - Issue: There should be 2 Executive Committee Reps. There is a discrepancy between the [CIRES](#) and the [CMC](#) Bylaws. See February CMC [meeting minutes](#) - item f under "New topics or concerns" for a comprehensive summary.
  - As outlined in the [CMC Bylaws](#), none of the reps have voting rights. However, unlike the Fellows Delegate's "observer" status, the Executive Committee Delegates are expected to actively engage in meeting discussions; thus, having the same two delegates attend each meeting is ideal for consistency and productivity. Ultimately, any change will have to be formally introduced in the next revision of the CMC bylaws.

- Interim solution proposed by email and agreed on among CMC representatives. Ryan spoke with Yelena (Fellows Rep) and Mistia (Alt Rep) about a proposition for one of them to regularly attend the Executive Committee Meetings with him. In return, the Executive Committee Rep (Ryan) would serve as a surrogate Fellows Rep if/when the other two could not be present.
  - Ryan and Mistia both attended the CIRES Executive Committee Meeting on March 10.
  - This is to discuss and decide on the details of having two CMC delegates for the CIRES Executive Committee. The CMC Bylaws will need to be updated.
  - Possible Options for Action:
    - Vote for a second delegate for the CIRES Executive Committee
      - Monthly meeting attendance and reporting back to CMC are expected.
    - Have currently serving Fellows Committee delegate or alternate delegate also serve on Executive Committee
      - Is this sustainable?
  - Discussion: A suggestion was put forward to have two delegates to the Exec Comm and one delegate to the Fellows Council, with no alternates. Christine W. is interested in revising the CMC Bylaws.
  - Action: Assemble a subcommittee to revise the CMC Bylaws (incl. number of delegates for Exec Comm)
  - Decision: Mistia approved by majority to serve as a full delegate to the Exec Comm until her CMC term ends in August 2022.
- **Outstanding Performance Awards (OPA) (Chesley)**
    - We had 17 nominations this year: 10 within the Service Category and 7 within the Science and Engineering Category.
    - The first OPAC meeting was Feb 22 for about 1 hour
    - We met on March 2nd to rank all the nominations for about 2.5 hours.
    - And had a final meeting on March 16th to re-review the appealed nominations.
    - Award Winners will be directly notified by Waleed by Mar 31st.
    - OPAC Actions:
      - Committee is going to put together some recommendations, which I would like to present in April's CMC.
      - Follow-up: smaller group discussion on lessons learned from this year's OPA.
    - Discussion: The OPA process conducted by the CMC is documented, but the process followed by the CIRES Admin after receiving the decision from the OPAC is not documented. A group will meet to document the OPAC post-decision, pre-Rendezvous timeline and/or actions. There are additional ways (awards) to recognize exceptional performance (e.g., cash-in-a-flash, accolades). See InsideCIRES Awards Policy for an explanation of other awards: <https://insidecires.colorado.edu/policies/awards.html>.
  - **CIRES Rendezvous (Meg)**
    - The date of this year's Rendezvous is May 13th, with posters due April 15 so they can be posted online before RV. We're hoping to hold this in person.

- We received 149 abstracts, and we were expecting about 105.
  - RSVP for luncheon soon – based on abstract response, people are wanting to get together again! We want to make sure we have enough food.
  - See <https://ciresevents.colorado.edu/rendezvous/> for details, including schedule.
  - Question from NSIDC colleagues about the April 15th deadline for uploading posters - they see this as a hardship and April 15th is also a few days before Tax Day.
  - Discussion: Poster PDFs will be available online for viewing, but the poster session (real-time Q&A) itself will be held in-person only.
  - Action (CMC Reps): Remind constituents that the poster upload deadline is April 15.
  - Action item: Meg to ask Linda to send Lucia language for CIRES Events Rendezvous update. This will remind people of the April 15 deadline and explain why the deadline is early this year.
- **Mentorship Program (Janice, Hazel)**
    - Still looking for a new member from GML.
      - GML has one person interested in learning more.
    - Times Up training was held March 11 and was open to all CIRES employees. 50 participants, good turn-out.
    - Next Training on goal setting and career planning will be on April 22. A save-the-date has been sent, official calendar invite coming soon
    - In person social hour at Rendezvous May 13.
    - Discussion: Christine W. requests that a post-training survey be conducted soon after each training to learn what worked and what didn't work during the training.
    - Action: Janice and Hazel will talk with Jimena who handles surveys for CIRES HR trainings.
- **Marshall Fire Impacts and Recovery**
    - Several colleagues are still dealing with this.
      - Long clean-up and for some delayed clean-up
    - 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.
      - Recent request: toys and clothes for 2 yr old boy (turning 2 in April)
      - Any update from people affected or close to people affected?
    - 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 buses. FF2 bus will start up again in May. The Y Bus to Lyons is slated to be canceled, unfortunately.
    - Marshall Fire soil sampling project has information [here](#).
      - **Willing to be involved?**

Researchers are looking for volunteers to participate in this study. If you own property in the Marshall Fire area and are willing to participate in this study,

please [fill out this online form](#). Note that they are looking to sample soils from properties that were damaged during the fire and from properties in the surrounding Louisville/Superior area that experienced little to no fire damage. Please pass the sign-up form along to other property owners in the Marshall Fire area who might be interested in participating.

- Diversity, Equity, and Inclusion (Mistia)

- Update from Susan:
  - CIREs [DEI Strategic Plan feedback](#):
    - The first pass of comment synthesis from the strategic plan has been completed and now Susan is working on incorporating it into the strategic plan and action planning. She has gone through and prioritized the action areas and started building them into projects so that an operational plan and progress can be shared on the website.
    - The first cohort of CIREs/GSL NOAA interns have accepted offers and will start virtually in May. This internship program offered 12 positions for undergraduate and graduate students. We have quite a diverse cohort and are working on the summer program. We may ask if there is interest in having people from CIREs be additional technical or community mentors but that's not firm yet.
    - Susan will be exhibiting at the [NOAA EPP/MSI](#) forum next week. She has asked all the DEI working group leads across CIREs if they have opportunities they'd like to share. She did get some materials from Earth Lab about their student projects.
      - PLEASE reach out to Susan if you have student opportunities that she can help advertise.
    - Susan conducts informational interviews. She is recognized as an expert in JEDI in the academic and research work environment.

- CIREs Career Track and Promotions, ASA (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 recompute 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.

- Discussion: The Supervisor Training on Feb. 28 covered best practices for supervisors. Lots of valuable information for employees are available here: <https://insideciress.colorado.edu/hr/supervisorResources.html>.
- Chair's Update (Gaby & Molly)
  - Gaby and Molly will meet with Christine in April.
- Anonymous Feedback (Lucia)
  - NCAR Fire, NIST/NOAA-DSRC response and limits of current evacuation plan / routes

## 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. Action (Gaby): Put this earlier in the agenda for the April meeting.)
- b. A recent snow day at CU and for several school districts was actually a workday 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. On February 28 CU Boulder Campus announced that the campus will go mask-optional beginning on Monday, March 7. Please visit this [link](#) for the full announcement. (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. CIRES @ CU and NOAA GHG emissions tracking and mitigation. If you are interested in this topic, please contact Gaby. We will have a first meeting with interested parties later this summer (July 2022). (Not discussed today. Carry forward to the next meeting.)
- g. Public employees in Colorado do not currently have the right for their labor unions to be recognized by their employer. There are discussions about collective bargaining rights for public employees happening among CO legislators, local labor unions, and in the press now. A bill was written but has not yet been proposed. There is a risk that the bill will be proposed but changed so much that it restricts public employee labor rights more than it expands them. You can read more here: <https://www.cwa7799.org/cb22>. (Not discussed today. Carry forward to the next meeting.)

Next Meeting: April.

1:32 PM Meeting adjourned.

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## Decisions:

- Aga was approved as new Secretary with 16 votes in favor.
- Mistia approved by majority to serve as a full delegate to the Exec Comm.

## Actions:

- (Ongoing) Meg, Gaby, Molly, and Jimena will monitor Ryan's spreadsheet (offers of assistance, needs request) for new needs.
- CMC Reps:
  - Remind constituents that the poster upload deadline is April 15.
- Aaron:
  - Pass along a list of unfinished documents/tasks as we transition with our new Secretary.
- Gaby:
  - Assemble a subcommittee to revise the CMC Bylaws (incl. number of delegates for Exec Comm)
  - Put the topic on housing earlier in the April meeting agenda so that there is time to cover it.
- Meg:
  - Meg will ask Linda to send Lucia language for CIRES Events Rendezvous update. This will remind people of the April 15 deadline and explain why the deadline is early this year.