

# CIRES Members Council Meeting

Minutes

**May 19, 2022**

12:07 -1:30 PM MT via Google Meet

Google Meet joining info <https://meet.google.com/jor-yzxx-mfv>

Or dial: (US) +1 234-719-4120 PIN: 628 965 395#

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	Secretary
Y	East Campus	Molly Hardman	Vice-Chair
N	East Campus	Tyler McIntosh	
Y	East Campus	Mistia Zuckerman	Delegate for Executive Committee
Y	GML	Matt Gentry	
Y	GML	Gaby Pétron	Chair
Y	GSL	Eric James	Membership Chair
N	GSL	Man Zhang	Rendezvous Vice-Chair
N	Main Campus	Ryan Cassotto	Delegate for Executive Committee
N	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	Chuck Anderson	
Y	PSL	Janice Bytheway	Mentorship Chair
N	PSL	Chesley McColl	OPA Chair
Y	SWPC	Hazel Bain	Mentorship Vice-Chair
<b>Y/N</b>	<b>CIRES Section</b>	<b>Liaison</b>	<b>Role</b>
N	Admin	Lucia Harrop	Administrative Liaison
<b>Y/N</b>	<b>CIRES Section</b>	<b>Guests</b>	
Y	Admin/IT	Rachel Fritchie	

12:07 PM Meeting called to order

## Reports:

### • **Secretary (Agnieszka)**

- Resume Discussion to finalize/update Bylaws and roles and responsibilities. CIRES and CMC by-laws are in conflict over how many CMC reps are on the Executive Committee, so this is a good time to revisit by-laws.
  - Who volunteers to lead/serve on a subcommittee?
    - Chuck
    - Eric
    - Molly (serve, not lead)
    - Gaby
    - Matt
  - Should we reference other bylaws while writing this one?
    - The CIRES bylaws are here:  
<https://cires.colorado.edu/about/bylaws>
      - The section relevant for the number of CMC representatives (2) elected to be on the CIRES Executive committee is III B. Also relevant is III C.
  - Timeline
    - Begin working on it in July
    - Draft to share with CMC in August
    - Deadline: Submit final draft version of CMC Bylaws to CIRES leadership by September for their approval
- Action completed: Aaron passed along a list of unfinished documents/tasks to new secretary.
  - Created a [folder](#) with drafts to be finalized and approved by CIRES Directorship.
- **Actions:**
  - Gaby to call a meeting with subcommittee members in early July.
  - All CMC representatives are invited to go over the document and highlight or suggest areas for improvement/clarification etc. Thank you!

### • **Membership (Eric J.)**

- The web page for [CMC Members](#) is now up-to-date with our new members.
  - No new members
- CIRES cluster numbers are here: [spreadsheet](#).
- Action: Ideas for new visual on main CMC webpage. Old zoom meeting photo is outdated now. See more under the “Rendezvous” section.
  - Make a plan on how to address this
  - CIRES photographer? Meet outside UMC to take a group photo? At CIRES July picnic? Set time for when and where photo will be taken.
  - Could have a “slideshow” of CMC relevant content and photos on CMC introduction webpage.
- Follow-up with Meg, Man and Linda by emails or at July CMC meeting and coordinate with Eric for the CMC webpage update.

### • **Outstanding Performance Awards (OPA) (Chesley)**

- *Not covered at CMC May meeting. Update needed this summer.*

- OPAC Actions:
  - OPA CMC and CIRES IT & Admin Shared Timeline
  - Committee is going to put together some recommendations, which I would like to present in a future CMC meeting.
  - Follow-up: smaller group discussion (date TBD) on lessons learned from this year's OPA.
  - Action: Chesley to schedule a meeting and maybe draft a feedback document with proposals for future OPA rounds.
  
- **Mentorship Program (Janice, Hazel)**
  - Training on goal setting and career planning held April 22. Have the recording, but needs to be polished and share-able.
  - Pre-Rendezvous social hour moved outside and had ~20 attendees.
  - Post-program survey closed May 13; CIRES E&O synthesizing responses.
    - Hoping to report on this in June
    - After that will begin a timeline to start implementing the 2022-2023 program
  - ACTION: As we approach fall, CMC reps should reach out to get more mentors involved. Senior level mentors are great resources to help early career employees expand their network. Preliminary analysis of volunteer mentors suggests men are less likely than women to return as mentors for the following year(s).
  
- **CIRES Rendezvous (Meg and Man)**
  - Quick feedback roundup: How did Rendezvous go? Last minute adjustments were necessary. It was a chance we agreed to take when we chose to have the meeting in person.
    - What worked great:
      - Eating outdoors was refreshing.
      - Catering was good; team was lovely.
    - What worked less well:
      - IT did not have a plan B to broadcast outside.
      - YouTube coverage was not well advertised.
      - Loud in the tent, but not sure we can address that.
    - What can be improved:
      - A better plan B.
      - About ½ of poster presenters need help getting their poster board number. There was a long line at some point as helpers were looking this up with the poster presenters.
        - Print more hardcopies of where posters are going or tablets with information.
        - Could there be a quick look up table online with presenter name and poster number so the presenters or session helpers can quickly help locate where a poster should go.
      - Make sure all drink stations are open! Including inside where posters are.
      - Better to have posters in the same place. If not possible, put some science inside and have admin/outreach out in tent. Also, not

everyone was aware there was a separate poster session. Have bar help bring traffic to inside area.

- In covid times, a tent can be as bad as indoors when there is poor air ventilation. Due to winds, the tent doors had to stay closed most of the time. Can ventilation be improved in the tent during COVID times? HEPA filters and box fan?
- Not everyone could follow the address on their phone and not all of CIRES @ NOAA got the email with the youtube link for the address livestream. Do we need a plan A and plan B earlier for the address if there is still a risk of not being able to have attendees watch the address in person in UMC?

○ Actions:

- Waleed's [speech](#) is on the [rendezvous site](#). Where else can it be advertised?
- Can an official feedback survey form be sent to all of CIRES or Rendezvous attendees like in previous years?
- Review of CMC information on website (see same topic covered in membership section):
  - <https://cires.colorado.edu/about/institutional-programs/cires-members-council>
  - Anyone have artwork suggestions for persistent artwork on CMC main webpage? Contact Eric, Meg, Man

• **HR programs, training and other career building opportunities**  
(Jimena, Lucia)

- ASA training was on May 9 10am. Recording link is on [insidecires](#) and [here](#).
  - All supervisors will be required to take ASA & supervisor training in 2023.
  - Details of how these are to be taken are to come.
  - Complications with CIRES supervisory roles include low compensation and more work. So there may be some pushback against mandatory trainings (though they are still a good idea).
    - We need to differentiate between mentor supervisors and time-stamping supervisors. Need to recognize the unofficial team/project managers and give them the opportunity to be trained more. CIRES and Fed partners should recognize the people who take leadership roles for projects or teams and also recognize earlier when job responsibilities change significantly to have job descriptions updated and if relevant an out of cycle pay increase implemented or promotion.
- Fewer trainings over the summer because of employee travels/vacations
  - July and August will include inclusive hiring search, work with central HR.
  - CIRES HR has hired a new member of the team. Will join in June. Working on hiring and putting together an onboarding process with Lucia into CU/CIRES/NOAA. Has 22 years of experience at CU. Robust onboarding is key to engaging new employees.
- Contact Jimena if you have ideas for future training.
- **Action: To discuss at July (?) meeting**, when Lucia is here: 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. *Please think*

*about these issues for discussion at a future meeting*

- **CIRES reintegration (Gaby)**

- Question regarding notification of positive COVID cases in people who go to the office/lab - different procedures in different groups - this type of information should not be heard by rumors. People who may have been exposed need to be made aware in a timely fashion.
- CMC representatives please continue to check in with people in your unit and see how the process is going, what is working well and what issues may require attention and support to find resolution.
  - Feedback from representatives:
    - Mixed messaging - Variation by group - limited mask wearing in several units
  - New reintegration [informal survey](#) responses:
    - “This is not on my behalf but from an early career researcher I've been speaking with. They said the return to work was "amazing" and are very happy that they can finally engage with their colleagues in person.”
    - “I think CIRES has been doing a good job being adaptable to develop guidelines which provide flexibility and transition periods to try to accommodate people's preferences and stress levels.”
  - For awareness: on site positive case and exposure tracking should be done using a NOAA form available [here](#). However contact tracing and notification of employees in a lab at NOAA is managed by the leadership at the lab level. In GML, Matt and I asked the lab leadership for more transparency as 1 or 2 positive cases had not been announced lab wide and rumors are not a good way to communicate on this.

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

- NOAA GSL and CIRES DEI have created an [internship](#) for undergraduate and graduate students - program is fully remote
- Work continues on CIRES DEI strategic plan

- **Anonymous Feedback (Lucia)**

- Lucia is out of the office this week. Check next month

- **Fellows Committee Report (Yelena) -**

Yelena made the update privately to CMC.

- **Executive Committee Report (Ryan and Mistia) -**

- Nothing to report. There was no May meeting and no meetings are scheduled to be held until September.

## **Actions:**

- Subcommittee (Chuck, Molly, Eric, Gaby, Matt) to go over draft of [ByLaws](#). Gaby will send an invitation to a meeting in July for us to plan getting the ByLaws to a

point we can share them with all of the CMC before the August meeting. Aim is to finalize a draft for CIRES leadership to review and approve in September.

- Gather photos from Rendez-vous for CMC webpage (check with Man, Meg, Eric and Linda on this).
  - Plan to take a group picture at the CIRES picnic on 22 July.
  - Gaby sent an email to Nate and Linda (copying Yelena) asking about whether we will do an official post-Rendezvous survey. Linda is working with Communications and IT teams to get survey out. They will update us and they will also go over our feedback at their Rendez-vous committee meeting. Linda thanks everyone on the CMC again for their help!
- **Ideas for topics to discuss with Christine?**
    - Email Gaby and Molly if you have specific topics you would like us to bring up or ask Christine about.

## New Issues:

- **New topics or concerns**
  - PSL reorg is coming up—CIRES personnel are being divided up into different internal divisions
  - *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. Also email Gaby so she can make sure to allot time for this.*
  - CIRES supervisor 360 evaluation (*Not discussed today. Carry forward to the next meeting.*)
  - 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.*)

Next meeting: 2nd half of July

12:33 PM *Meeting adjourned*