

CIRES Members Council Meeting

Minutes

July 25, 2022

12:00 - 1:30 PM MT via Google Meet

Google Meet joining info meet.google.com/jzw-uysu-eyp

Or dial: (US) +1 317-469-9605 PIN: 606 856 486#

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Yelena Pichugina	Delegate for Fellows Council Career Track Committee Rep
Y	CSL	Siyuan Wang	
N	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
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	Chuck Anderson	
N	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
Y/N	CIRES Section	Guests	

12:02 PM Meeting called to order.

Several people are out of the office this week and we have 14 Representatives present.

Any new topic or issue we need to include in this meeting agenda?

Issue brought up to CMC: some employees approached Lucia (both at main campus and at DSRC) about individuals coming in without masks after out of state travel/ Masking not

happening or happening scarcely for some of these individuals/ They are in shared spaces and they are not being careful. The Executive Team does not necessarily know about these complaints and at least one employee asked Lucia to share this with the CMC.

Reports

- **Secretary (out of office)**
 - Volunteer for note taking? Jimena and Gaby

- **CMC Bylaws and CMC Elected Position Descriptions (Plan ~30 min)**
 - Discussion to finalize/update CMC Bylaws and roles and responsibilities.
 - Goal: Get final draft ready for submission to CIRES leadership by Sep 1, 2022.
 - Molly, Daniela, Chuck, Eric, Mistia and Gaby met on Monday July 18, 2022 to go through the current draft of the CMC Bylaws, and started addressing some of the comments.
 - The CMC Bylaws working draft is [here](#).
 - The Elected Position Descriptions draft is [here](#).
 - 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.
 - Status:
 - A few sections in the CMC Bylaws draft are highlighted.
 - Go over them together.
 - Some highlights are to make sure everyone is aware of a particular matter or procedure
 - Other highlights require further discussion, clarification, and resolution
 - Gaby goes over outstanding statements for the CMC members' input:
 - **Bylaws:** Members may serve 2 consecutive terms. (*We will keep this statement*)
 - **Bylaws:** CMC reps: "Reach out to new employees in their cluster and introduce the CMC to them":
 - Lucia clarifies that Yes, this is happening; she sometimes introduces the CMC in her first onboarding meeting with new hires, but also conducts a Welcome check-in Coffee hour at about 6 months when she definitely introduces the CMC and invites Eric James to come. *We will keep this statement.*
 - Discussion about what would make this an easier process for the CMC representatives to reach out at a time when new employee(s) may be more available to learn about CMC.
 - When we get the Welcome email it is not necessarily the time to reach out to the employee. Is there another way to get that information?
 - Can Servoy be used for these notifications? Not that simple.

- In CSL we introduce new employees every couple of weeks
 - When one Rep gets emails he makes a note and reaches out to the employee at an appropriate time
 - Can HR and IT make this information available on new hires if reps reach out?
 - **Jimena for HR: Of course. Please reach out to me directly when you need info and I will provide it on the spot.**
- **Bylaws:** when you will not be present, can you please notify the CMC Chair and Membership Chair that they cannot attend? This is important to know that we have strong attendance and that important discussions are happening. *We will keep this statement about the need to notify about absences.*
- **Bylaws** state “Ad hoc meetings may be called as needed, by majority vote of the CMC Representatives.”
 - Concern that if CMC were to split in groups, there would be the concern of a subgroup deciding in the name of all.
 - “Ad hoc meetings with majority attendance may be called as needed and announced to all CMC Representatives using the CMC email list.”
 - Please let Chair know by email if you have strong opinions on this. *We will vote on the new statement at a later time:*
- **Bylaws:** This wording below is suggested so that members have the opportunity to serve in different roles:
 - “Elections are held in October each year and the typical yearly term is from November to October. The CMC Secretary organizes the anonymous vote procedure in October. After elections results are validated, the Secretary shares the results with the CMC and the official transfer of duties takes place on November 1st. If an officer leaves mid-term, elections will be held to fill the position until the next annual election or until the representative end date whichever is sooner.”
 - *This statement will stay as is*
- **Bylaws** Conducts and tabulates voting activity. This is for the secretary. *Will remain as is.* Gaby feels more comfortable if the secretary is in charge.
- **Bylaws** Membership chair: “Assists with the recruitment of replacement representatives” *This will stay as is.*
 - Sometimes a formal invitation to find a volunteer to serve on CMC goes unanswered. The leaving representative sometimes reaches out to find or suggest a volunteer/follower. Please share with the CMC if you need help recruiting CMC representatives.
- **Bylaws** Article 6 on Delegates:
 - The statement reads: For the Executive Committee the two delegates are *ex officio* members, and are encouraged to engage in the discussion as Representatives of the CMC, **but do not have voting privileges.**
 - *Molly and Gaby talked to Christine about this. The CIRES Executive Committee is an Advisory Committee to the leadership and the council of Fellows. No voting happens in that meeting.*

- **Bylaws** Article 7: Standing and ad hoc committees may exist within the CMC (*Keep statement as is*)
 - Question: How much documentation do we need to keep track of what is happening? What is being done now?
 - Besides standing committees, the adhoc sub committees serve the purpose of information gathering, not decision making. They report to the full CMC new information and their sources.
 - “Committees must keep records of their activities including but not limited to meeting minutes, letters, surveys, phone calls, and expenses and upon the termination of a committee’s task(s), the related records shall be retained by the Secretary.”
 - *Statement above can be removed. Some Documents for ex. Guidelines and timelines for OPA and Rendezvous are updated as needed, archived in the CMC document folder and shared with others in CIRES leadership, administration and IT who are involved in the particular work effort and event.*
 - “Committee decisions and/or proposed actions must be presented and approved by majority vote by the CMC. Independently functioning committees, such as all Rendezvous committees, are exempt from these stipulations.”
 - *Statement above can be removed. We are giving latitude to sub committees to make their own decisions for example, about OPA awards or mentoring.*
- **Bylaws**: Article 9:
 - “Any changes to the content or language of these By-Laws must be presented to the CMC for majority approval. After CMC approval, the By-Laws must be submitted to the CIRES Director for final approval before being enacted.”
 - *Statement will stay as is*
 - **We hope to have the final draft of the bylaws by August:**
 - Please read the [Bylaws](#) to make sure this makes sense and please make edits in suggestion mode.
- Actions:
 - how/when is it best to reach out to new hires to introduce CMC
 - What IT tool could help? Regular summary of new hires by unit
 - CMC will develop CMC flyer
 - Eric and CMC will draft a CMC introduction email template
 - Review CMC Bylaws and hold a vote at the next CMC meeting in August.

• Membership (Eric J.)

- The web page for [CMC Members](#) is now up to date with our new members.
 - No new members
 - Several representatives have the end of their terms coming in the next few months. Do we have a protocol when a CMC rep’s term is ending, but they are in an officer / delegate position which extends beyond the end of their term?

- CIRES cluster numbers are here: [spreadsheet](#).
 - Discussion: If term ends before the annual meeting, can we have an option to extend the term until the next election.
 - Action: Propose language in CMC Bylaws.
- **Outstanding Performance Awards (OPA) (Chesley)**
 - OPAC Actions:
 - OPA CMC and CIRES IT & Admin Shared Timeline
 - Committee put together some recommendations
 - Action: OPA Chair will share updated guidelines and timeline
 - with CMC Secretary for archiving, and for the next OPA Chair.
 - with Lucia, CIRES IT and CIRES Communications to support improved coordination among the many people involved.
- **Mentorship Program (Hazel) – Cover at August meeting**
 - Year 3 2021/2022 Post-program survey closed May 13
 - Overall, the responses to the survey were positive, with 100% of respondents being somewhat or very satisfied with the program, and 100% of respondents also indicating that participating in the program increased their sense of belonging at CIRES, and that they would recommend the program to others. This year we had the biggest cohort of participants to date, with 38 mentor-mentee pairs participating.
 - Year 4 2022/2023 program planning is underway.
 - Mentor sign-up 5th-16th Sept 2022
 - Mentee sign-up 19th-30th Sept 2022
 - Program begins Oct 2022
 - <https://ciresmentoring.colorado.edu/index.php>
 - 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.
 - **Will be covered at our next meeting**
- **CIRES Rendezvous and Picnic (Meg)**
 - CIRES Rendezvous survey results. Full results [here](#). Highlights/positives:
 - People REALLY glad to be back in person, especially newbies who hadn't met coworkers. People felt more bonded with their teams and discussed future collaborations
 - Food was great
 - State of Institute very good
 - CMC and other organizers did a great job pivoting
 - Things to work on:
 - Loud in tent
 - People disappointed awards not presented at Rendezvous
 - E&O and Admin posters separated from rest
 - More vegan options
 - Poster upload system and early date may want to be reconsidered
 - Awards event on Sept. 19 at 9:15 (brunch) and 10 a.m. (awards)

- All of CMC invited to in-person brunch
 - Confusion over in-person vs. virtual event
 - Quick picnic feedback, if time, contact Meg or Linda Pendergrass
 - Some people could not attend the picnic because they are busy with ASA
 - More vegan food
- **HR programs, training, and other career building opportunities (Jimena, Lucia)**
 - Fewer trainings over the summer because of employee travels/vacations
 - July and August will include inclusive hiring search, work with central HR.
 - Jul 27, 2022: Inclusive Job Posting and Recruiting [Training](#)
 - More Upcoming - will be announced when dates are fixed.
 - Useful tips for CIRES Supervisor ASA assessments and meetings are [here](#).
 - Several new hires in CIRES Admin. See blog entry [here](#).
 - Contact Jimena if you have ideas for future training.
 - **Discussion/Updates:**
 - CIRES HR Salary Equity Correction
 - conducted in GML
 - CIRES HR Salary Compensation Analysis
 - Phase 1: CIRES wide completed Summer/Fall 2021
 - Phase 2: Broader Analysis - status update: ongoing
- **Diversity, Equity, and Inclusion (Mistia)**
 - Not covered
- **Anonymous Feedback (Lucia)**
 - Nothing new [here](#).
- **Fellows Committee Report (Yelena)**
 - Not covered
- **Executive Committee Report (Ryan and Mistia)**
 - Nothing to report. No meetings are scheduled to be held until September.
- **Actions**
 - Gather photos from *Rendezvous* for CMC webpage (check with Man, Meg, Eric and Linda on this).
 - Plan to take a group picture at the OPA ceremony in September.

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. Also email Gaby so she can make sure to allot time for this!

- 1) Concerns shared with CMC about employees feeling at risk of transmission on main campus and at DSRC: 1/ Masking in common areas and shared spaces at DSRC is not 100% followed. 2/ There is no guidance for return to the office/lab after travel or vacation when risks of being infected may be increased.
 - a) The DOC Boulder Campus status is posted [here](#). A few COVID prevention measures that are in effect are listed on that page as well for the current CDC local COVID-19 community level (HIGH since May 30, 2022).
 - b) Note for ex:
 - i) Masks are required when indoors in common areas, in shared spaces when others are present, and when unable to maintain social distancing outdoors.
 - ii) Social distancing is required when indoors in common areas, in shared spaces when others are present, and when unable to maintain social distancing outdoors.
- 2) Action: Molly and Gaby talked to Christine about this and Christine was going to bring the subject up on Friday at the DSRC leadership meeting.
 - a) CIRES supervisor 360 evaluation *(Not discussed today. Carry forward to the next meeting.)*
 - b) 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 or fall *(Not discussed today. Carry forward to the next meeting.)*

Next Meeting: 2nd half of August.

12:30 PM Meeting adjourned.