

CIRES Members Council Meeting

Minutes

September 27, 2022

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

Google Meet joining info meet.google.com/hbx-ijm-jsm

Or dial: (US) +1 413-438-2196 PIN: 863 071 092#

Y/N	CIRES Section	CMC Member	Role
N	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
Y	East Campus	Tyler McIntosh	
N	East Campus	Mistia Zuckerman	Delegate for Executive Committee
	GML		
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	Chuck Anderson	
Y	PSL	Janice Bytheway	Mentorship Chair
N	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	
Y	GML	Aleya Kaushik	
Y	CIRES IT	Rachael Fritchie	
Y	NCEI	Kelly S Carignan	

12:04 PM *Meeting called to order*

Reports

• **Secretary (Agnieszka)**

- CMC ByLaws and Elected Positions Descriptions final drafts are in Christine mailbox. Christine has been on vacation; we will check in with her when she returns.
- Annual elections for [CMC officer positions](#) in October.
- CMC Meeting on October 19 will include discussion with Christine and Angela.
 - If you have questions for them you can share them [here](#).
- September meeting:
 - Gather candidate names for various positions. Good to have a balance of experienced and newer people.
 - Chair: Meg Tilton
 - Vice Chair: Aleya Kaushik
 - Secretary: Agnieszka Gautier
 - Membership Chair: Daniela Pennycook
 - Rendezvous Chair: Man Zhang
 - Rendezvous Vice Chair: Chuck Anderson
 - OPA Chair: Chesley McColl if no one else wants to give it a go ;-)
 - Mentoring Chair: Hazel Bain
 - Mentoring Vice Chair: Jimena Ugaz
 - 2 Executive Committee Delegates: Ryan Cassotto Molly Hardman
 - 1 Fellows Committee Delegate: Yelena Pichugina
 - Answer questions people have about these positions.
 - Agree on how and when to hold elections. Next meeting in October.
- October meeting:
 - Need list of candidates BEFORE meeting so we can create ballot.

• **Membership (Eric J.)**

- Some reps leaving soon, including Eric, Janice, and Mistia.
- All three willing to stay through elections (we have added wording in the by-laws to allow this).
- The web page for [CMC Members](#) is now up-to-date with our new members.
 - Matt Gentry (GML) has left CIRES and CMC.
 - Aleya Kaushik (at today's meeting) is willing to step in as a new representative from GML. Welcome Aleya!
 - Voting: Aleya has been voted in to the CMC.
- CIRES cluster numbers are here: [spreadsheet](#).

• **CMC Bylaws and CMC Elected Position Descriptions (Gaby)**

- Thank you very much for your help and vote on these documents!
- Christine will get back to us when she is back from vacation.
 - The CMC Bylaws final draft is [here](#).
 - The Elected Position Descriptions final draft is [here](#).

- **Outstanding Performance Awards (OPA)** (Chesley will cover this at October meeting)

- OPAC Actions:

- Shared folder with documents is [here](#).
- OPA CMC and CIRES IT & Admin [Shared Timeline](#)
 - Proposed change: Remove appeal process. Do we need a vote?
- 2021-2022 OPA Committee put together some [recommendations](#)
 - Proposed change: Deemphasize “innovation” in service award
Replace: “Implementation of a creative or innovative idea, device, process, or system that aids in research, teaching, or outreach at CIRES.”
By just removing the creative or innovative it would read...
“Implementation of an idea, device, process, or system that aids in research, teaching, or outreach at CIRES.”
 - Was “creative or innovative” put into the requirements in recent years? (Lucia) Making changes is difficult. As long as people understand that it includes service people.
 - Up to CMC to decide on language.
 - “Cash in a Flash” is not competitive and some departments do not have the funds to offer these.
 - Shall we review winning entries? To understand how to be inclusive from a historical perspective.
 - Creative and innovative appears to be more hurtful than helpful for service awards because it limits the entries.
 - Rating can be subjective
 - Individual vs group efforts
 - Can there be a separate groups award?
 - Appeals process does not work. People on the outside do not have enough information about the other awards. Should we remove the word “appeal”? Change to “Notification process”? In the past there was a “Director’s Award” for anyone that did not match the criteria completely but still was “deserving.”
 - Is it a requirement at CU for any award to have an “appeals”? There is not for “Cash in Flash.” Lucia thinks there is not.
 - Should there be a Chair and Vice Chair so the Vice Chair could then take over, so there is more retention of knowledge from year to year. Is this feasible?
- 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.
 - Proposed language changes will be voted on during October meeting.

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

- Year 4 2022/2023 program starts next week!
 - We are in our last days of mentee sign up.
 - 34 mentors have registered (4 less than last year).

- 26 pairings, 5 pending, 3 unmatched as of 10:00 9/27
 - <https://ciresmentoring.colorado.edu/index.php>
 - Held panel discussion with previous participants September 7
 - [Recording is here](#)
 - Kick-off meet and greet October 6 12:30-2PM at Martin Park
 - Please send one more reminder to your clusters for mentees to sign up by the end of this week.
 - [Mentoring Committee Guidelines Document](#)
 - Will focus on trainings after the meet and greet.
 - Can mentors who sign up have the option to choose “open to any mentee match”?
 - IT will need to help figure this out.
- **CIRES Rendezvous and Picnic (Meg and Man)**
 - OPA awards event on Sept. 19 went smoothly.
 - New photo(s) for CMC website will be replaced with photo from Rendezvous.
 - Lucia brought some awards to DSRC recipients.
 - How to get remaining awards to those who did not attend?
- **HR programs, training and other career building opportunities (Jimena, Lucia)**
 - September: employee best practices guidebook and training.
 - Available on [supervisor resources page](#) on CIRES website
 - October meeting with Angela
 - Prepare questions in this document [here](#).
 - Career Track and promotion application training scheduled on November 9, 2022
 - Trainings will pick up again in February 2023.
 - NOAA employees will have to take harassment training annually.
 - Tracked at the CU level (for CU employees it needs to be taken every three years); need to figure out how NOAA can track this annually.
 - If you go to <https://insidecires.colorado.edu/servoy/servoy.php>, there is a field under "Classes Taken" called "Sexual Harrassment Training Date." You can see when your most recent training took place.
- **Diversity, Equity, and Inclusion (Daniela)**
 - Dashboard is in development
 - Looking for input on what kind of things should be included through the development phase. Email Daniela with questions or ideas.
 - Will be accessible to everyone.
 - Sharing DEI information and efforts with others within CIRES.
 - Include mentoring information here.
 - Will this dashboard be internal or open to external audiences?
 - Hoping for a visual.
 - Picnic
 - System changes are still being decided to become more aware and careful when planning thematic events.

- Perhaps reaching out to members/employees who would be comfortable sharing cultural significance of certain events. Perhaps this can be an anonymous?
 - Upcoming Recruiting Conferences
 - If anyone has particular jobs or internship programs or other projects they'd like to publicize, please send to Susan (UCB 216) any hard copies of materials or send a link to PDF materials so we can print some display copies.
 - Susan is going to American Indian Science and Engineering Society (AISES) (with NOAA) - Oct 6-8
 - Susan and Bec Batchelor are going to Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS). - Oct 27-29
 - Allies Group -
 - First Friday of every month meetups will begin again.
 - If anyone is interested in joining us, please [sign up for the email list](#).
 - Supporting Transgender peoples meeting will be the topic of the next one.
 - [Aleya] Polarization group (Reducing Polarization Dialog Series) at CU meets Thursdays. Plan is to meet monthly this semester. First one is September 29. Some background for this series: <https://heterodoxacademy.org/blog/reducing-political-polarization-through-campus-dialogues/>
- **Anonymous Feedback (Lucia and Gaby)**
 - Nothing new from insidecires [here](#).
 - New topics brought up as anonymous conversations:
 - Is training for CIRES employees encouraged and valued by the CIRES and NOAA leaderships?
 - Are changes in roles and responsibilities - as an employee's experience, knowledge and time at CIRES grow- recognized, documented and compensated in a fair and equitable way?
 - Ex. Postdoc who got hired to replace someone who retired and still works on projects from the postdoc years group.
 - Ex. Senior position employee who takes on more work but cannot be promoted anymore.
 - What solutions are there to keep people motivated, growing and willing to take on new roles or responsibilities?
 - Some people's workload and responsibilities are just too big or too many and not sustainable. Not all CIRES supervisors are proactively managing expectations from Feds or group leaders re. employees workload and responsibilities.
 - It can happen at any levels
 - Retirements can lead to increased workload for several employees when a person is not replaced and the roles are redistributed.
- **Fellows Committee Report (Ryan)**
 - Discussed but not archived
- **Executive Committee Report (Yelena and Mistia)**
 - Not covered

- **Actions**

- Gather candidates for CMC positions.
- Gather input from your clusters: if you share the document with questions for Angela/Christine, send as “view only.”
- Another option is to have people within your clusters share input in the anonymous feedback through insidecires.
- If anyone wants to join for this next meeting, invite them.
- Add any questions for Angela and Christine for the October meeting by October 10, 2022.
- Gaby will send the list to Angela and Christine a week before the meeting: October 19, 2022.

New Issues

- **New topics or concerns**

- How is vacation handled for scientists working under grants?
 - Can the deadline for using up vacation be moved to later in the summer rather than the end of June? (Agnieszka)
 - [CU Leave Policies](#) (CU System-Wide)
 - Any changes to parking rules and cost? (Agnieszka)
 - Does the CMC have any strategy for addressing the rising cost and logistical difficulty of parking on east campus?
 - Waleed seems to want people to return in person, but the cost is a disincentive, and now that the school year is started, some NSIDCers can't even reserve a daily spot.
 - (Tyler) - Earth Lab has had some of the same issues, people with CU parking permits that are then unable to actually find parking, end up having to pay additional fees to park for the day
 - Aga to email Tyler, then email HR.
 - *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 or fall *(Not discussed today. Carry forward to the next meeting.)*

13:41 PM Meeting adjourned