

# CIRES Members Council Meeting

Minutes: **October 19, 2022**

12:00 -1:30 PM MT

via [Google Meet](#)

or dial: (US) +1 440-772-1774 PIN: 916 729 419#

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
Y	East Campus	Tyler McIntosh	
Y	East Campus	Mistia Zuckerman	Delegate for Executive Committee
Y	GML	Aleya Kaushik *on phone	
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
	Main Campus/HR/Adm	Jimena Ugaz	
	Main Campus/ E&O	Daniela Pennycook	
	NCEI	Sam Califf	
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
Y/N	CIRES Section	Guests	
Y	East Campus	Audrey Payne	
Y	GSL	Jeffrey Duda	
Y	PSL	Hui Ding	
Y/N	CIRES Section	Guests	
Y		Jeff Johnson	
Y		Aaron Sweeney	
Y		Chris Pappas	
Y		Isaac Vimont	
Y		James Fuller	

12:03 PM Meeting called to order.

## Reports:

### • **Secretary (Agnieszka)**

- CMC ByLaws and Elected Positions Descriptions final drafts were shared with Christine. See Bylaws with Christine's comments [here](#).
- Annual elections for [CMC officer positions](#) in October. Ballot to go out November 1, 2022.
- Today's meeting will include a discussion with Christine and Angela.
  - A list of questions we have gathered is [here](#) and was shared before our meeting.
- Elections candidates:
  - 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
- Agree on how and when to hold elections.
  - Like in 2021: One ballot via Google Forms sent by the Secretary.
- Next meeting in November:
  - November 17, 2022; Thursday 12-1:30pm
  - Meg to send google invite, set up CIRES Event
  - Will set up consistent date, third Thursday of every month
  - Meg to send out a google doc to check for potential conflicts

### • **Membership (Eric J.)**

- New CMC representative candidates: Hui Ding (PSL), Jeff Duda (GSL)!
  - Audrey Payne from East Campus visiting, potential replacement for Mistia
- Payment of CMC stipends for 2021-22 is underway.
- The web page for [CMC Members](#) will need to be updated next month
- CIRES cluster numbers are here: [spreadsheet](#).

### • **Mentorship Program (Hazel and Janice)**

- Year 4 is underway
  - 35 mentor/mentee pairs
  - ~24 people joined for the in-person kick-off event on October 6.
  - Next up: plan for this year's training events

- **HR programs, training and other career building opportunities** (Jimena is out of the office, Lucia)
  - Recordings and slides from past training sessions are [here](#).
  - [Career Track and promotion application training](#) 11am-noon on Wednesday November 9, 2022.
  - Trainings will pick up again in February 2023.
  - CU Boulder \$1,300, one-time targeted retention payment to eligible employees in compliance with the campus COVID-19 vaccine reporting requirement.
    - This payment will be taxed as a bonus and be prorated based on FTE.
    - There is a message box on the MyCUHealth **portal** but those messages do not go to our colorado.edu emails?
    - I am not sure if the vaccine reporting deadline of 10/12 was an issue for anyone.
  - 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. Check back in November.
    - Go to <https://insidecires.colorado.edu/servoy/servoy.php>. Under "Classes Taken" called "Sexual Harassment Training Date," you can see when your most recent training took place.
  
- **Diversity, Equity, and Inclusion (Daniela not here today)**
  - 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.
  - 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 and Bec Batchelor are going to Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS). Oct 27-29
  
- **Outstanding Performance Awards ([OPA](#))** (Chesley will cover this at November 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.
- **CIRES Rendezvous (Meg and Man)**

Nothing to report
  - **Anonymous Feedback (Lucia and Gaby)**
    - Health Clinic at DSRC
  - **Fellows Committee Report (Ryan)**
    - Discussed but not archived

- **Executive Committee Report (Yelena and Mistia)**
  - Not covered
  
- **Actions**
  - Set up the next meeting on November 17.
  - Figure out a set time to meet year-round.
  - Create a google doc for elections.

## New Issues:

- **New topics or concerns**
  - How is vacation handled for scientists working under grants?
    - ANSWER from Lucia: Vacation time is charged to the grant you are currently working on when you take the vacation time regardless of what grant you were working on when it was earned. If you are splitting your time, it is distributed with your FTE on each project.
  - 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)
    - Answer from Lucia Harrop: This deadline is the end of the CU (State of Colorado) fiscal year. There is no possibility of moving this deadline. CIRES has no influence on this whatsoever.

*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. CIRES supervisor 360 evaluation *(Not discussed today. Carry forward to the next meeting.)*
2. 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.)*

13:47 PM Meeting adjourned.