

CIRES Members Council Meeting

Minutes

Dec. 9, 2022 12:00 -1:30 PM MT via Google Meet

Google Meet joining info: meet.google.com/iwa-ndwd-eyo

Or dial: (US) +1 562-419-2790 PIN: 293 088 651

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	Delegate for Executive Committee
	East Campus	Tyler McIntosh	
Y	GML	Aleya Kaushik	Vice Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	
	GSL	Eric James	Membership Chair
Y	GSL	Man Zhang	Rendezvous Chair
Y	Main Campus	Ryan Cassotto	Delegate for Executive Committee
Y	Main Campus / IT	Meg Tilton	Chair
Y	Main Campus/HR/Adm	Jimena Ugaz	Mentorship Vice Chair
Y	Main Campus/ E&O	Daniela Pennycook	Membership Chair
Y	NCEI	Sam Califf	
Y	NCEI	Chuck Anderson	Rendezvous Vice Chair
Y	PSL	Hui Ding	
	PSL	Janice Bytheway	
	PSL	Chesley McColl	OPA Chair
Y	SWPC	Hazel Bain	Mentorship Chair
	CIRES Section	Liaison	Role
Y	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	Guests	
	East Campus	Audrey Payne	
Y	IT	Rachael Fritchie	

12:04 PM Meeting called to order.

Reports

- **Secretary (Agnieszka)**

- OPA Guideline changes have been approved via google document.
 - CMC ByLaws and Elected Positions Descriptions final drafts were shared with Christine. See Bylaws with Christine's comments [here](#). (Gaby)
 - Main feedback: Specify how CMC clusters are defined, how CMC representatives are chosen, what happens if a cluster wants to remove a representative or a representative's attendance falls below 75%
 - Move stipend section to the [Elected Positions Description](#) document.
 - According to Christine, the CIRES Fellows meeting summary does not need to be in a closed meeting.
 - **UPDATE:**
 - Gaby, Chuck, Meg and Aleya met on Dec 6 and went through Christine's comments.
 - Meg got further clarification from Waleed about the role of CMC reps at EC vs Fellows meeting. Fellows can report back and notes can be included in CMC minutes. EC do not report back to CMC. They are present at the meeting to give voice/perspective from CMC. May need to adjust Elected Positions based on this feedback for Fellows and EC reps.
 - Updated draft of bylaws was sent to Waleed for approval. This doc will then be shared with the CMC council and put to a vote for ratification.
- **Meeting with Christine (Meg & Aleya) (Dec 8, 2022)**
 1. discussed OPA feedback
 - CMC defines what is meant by 'Team' (size, external)
 - current categories: service and science (can we get funding for group vs individual?) is funding per head? Chesley – what is current funding level for OPAs?
 - Christine will discuss with CIRES about increasing funding levels
 - How is funding offered to groups? Set amount for each participant or divided from a larger pool?
 2. NOAA Feds putting pressure on CIRES people to work on-site (This came up in an anonymous feedback email about housing)
 - Christine will discuss with CIRES, it seems to be an issue for a small fraction of people
 - housing is out of our hands
 - FNs should have some concrete plan to get escorted (e.g. if working on instruments, a lot of labs have plans in place) or get more flexibility from their supervisors
 3. Process for finalizing CMC bylaws
 - pursuing getting Fellows minutes published (Meg will contact Lornay)
 - Fellows report can be given at open meeting (CMC members not privy to confidential part of Fellows meeting)
 - EC meeting is fully confidential; we need to be thoughtful about who is chosen to represent CMC views at the EC meeting
 4. Travel & Covid
 - reach out to your finance manager for any needs

- there is a step-wise availability of funds, see admin blog note:
<https://ciresblogs.colorado.edu/cires-admin/2022/12/07/2539/>

5. Other Misc. items from Christine

- CIRES bylaws are being updated and will be finalized soon
- VFP program applications due in Jan
- Grad student award applications due in Feb
- IRP presentations got moved to Jan 19, proposals due in March

• **Working in office vs. from home**

- During COVID high, NOAA informs employees to stay home unless a mission-critical situation requires in person work
- Within different CIRES clusters, the message varies
- Let's get feedback regarding this issue from our groups
 - Should we set up a separate committee to discuss this further?
- Need to revisit this for January meeting.

• **Membership (Daniela)**

- The web page for [CMC Members](#) is updated.
- CIRES cluster numbers are here: [spreadsheet](#).
- Visitor Rachael Fritchie from IT, joins from time to time to stay in the loop

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

Not discussed. Chesley not present.

• **Mentorship Program (Hazel and Jimena)**

- Year 4 is underway
 - Planning underway for this year's training events
- Program is running smoothly.

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

- Recordings and slides from past training sessions are [here](#).
- Two Diversity, Equity & Inclusion trainings, not required, but encouraging participation. (January 30, 2023 and February 6, 2023)
- Supervisor trainings between February and March.
 - Best practices
 - Performance management
- Potential training on foreign nationals
- Training sessions for 2023 have been loosely defined. About 1 per month.

• **Diversity, Equity, and Inclusion (Daniela)**

- Dashboard - Susan is working on migrating the current website over to the new CIRES website. For the first phase the plan is to include demographics data, culture survey data from 2018 and 2019, aggregated and categorized ASA DEI actions CIRES-wide (e.g. attended training, personal learning, member unit DEI working group, etc.). I'll show an example on January 30 DEI session. Susan will also include

a list of what we're working on in DEI for that quarter and past quarters, by strategic intent.

- What is CMC interested in seeing on the dashboard?
 - What will be included in demographic data?
- January 30, 2022, training will include dashboard presentation
- All of the internships and other opportunities that Susan knows about are on [the student and career opportunities page](#).
- Perhaps there should be a committee to discuss DEI, keep it a sincere goal, and make DEI a standard rather than fad.
 - Housing is a real issue linked with DEI
 - Are families included in DEI discussions?
 - Unlike religion or race, families and working single-parents are not a legally protected category.
 - Something to keep in mind while discussing DEI and housing is remote work vs WFH?

- **CIRES Rendezvous (Man and Chuck)**
 - When should meetings begin for organizing Rendezvous?

- **Anonymous Feedback (Lucia)**
 - Anonymous entry summary
 - Housing/WFH – see discussion with Christine
 - Accountability
 - Should feedback on supervisors from supervisees be an option during the annual review process?
 - How could this be implemented? The complication occurs when a supervisor only has one supervisee.
 - Differentiating between time-sheet type supervisors and mentor-type supervisors is also key.
 - This idea is being taken seriously.
 - Federal supervisors are exempt from this because they are not part of CIRES.
 - Mentor-type supervisors feel invisible; they do not get enough recognition. Perhaps this ability to give feedback could give voice and recognition to good supervisors who are deserving of attention.
 - Traveling to Texas for AMS

- **Fellows Committee Report (Yelena)**
 - Will be discussed during next meeting

- **CMC Participation**
 - New members and those not assigned to committees will report in January about activities/roles they'd like to be involved in

- **Actions**

- Set up the next meeting.
- Lucia to contact Finance regarding COVID-related quarantine costs while on university travel. If Lucia does not hear back by November 28, 2022, will email Meg, Aleya, and Molly to take further action, potentially emailing Christine at CIRES so this can be communicated to CIRES employees.

Answers to Additional Issues

1. **Covid & Travel** - original inquiry from Molly, follow up from Lucia below:

“It is true that covid related isolation is no longer covered by CU if you are in travel status (hotel, meals). Please see the attached memo for the details. It looks like the only way to have it covered is if you purchase private trip insurance on your own, which is not an allowable expense on sponsored funds (i.e. it would be a personal cost to you and not reimbursed).”

The memo referenced above says:

Please review the below update regarding coverage of COVID-related quarantine costs while on university travel.

Per University Risk Management (URM), the insurance URM purchases for business travelers only covers Covid quarantine costs if the person is medically mandated by a doctor to quarantine in a hospital under their supervision. URM has also updated its travel website to reflect the increased risk while on university-related travel.

In addition, please review the following information:

Travelers are advised that there is an inherent risk with university-related travel and COVID is no longer considered an unforeseen event. Travelers are responsible for assuming costs associated with COVID (i.e. quarantine related extension of hotel stay, meals, etc.).

- Travelers can elect to obtain the URM insurance which would only cover quarantine costs under the circumstance mentioned above.
- Some airlines and lodging companies offer travel insurance, which is not an allowable cost on sponsored projects.

Campus departments may choose to cover these costs from their own funding.

- If departments decide to provide financial coverage for these expenses, it is preferred that non-general fund speedtypes are utilized.

COVID costs continue to be unallowable on sponsored awards.

- We are in the process of updating the [Travel FAQ's](#) to include the above information.
- **Limited Unescorted Access for CIRES employees who are foreign nationals and working at NOAA:** Does CIRES have any sway in this matter? (likely not but asking to be sure) I think the reasoning from a couple of years ago was “Covid”. With Boulder County levels bouncing back up, it seems like it could continue to be an excuse for NOAA to not do anything. (Supervisors are generally sympathetic but this is a pain for everyone.)

2. 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.

3. 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: 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.

New Items

1. **Bus situation for local commuting**

The RTD express route FF2 has been temporarily suspended.
<https://www.rtd-denver.com/services/flatiron-flyer>

2. ASA process and how it connects to merit - Lucia can offer a high-level explanation and Man and Gerard can clarify their concerns.
3. CIRES supervisor 360 evaluation *(Not discussed today. Carry forward to the next meeting.)*

Action Items

Think of potential committees that you would like to be involved with like DEI, housing, or other concerns being brought to CMC.

13:32 PM *Meeting adjourned.*