

CIRES Members Council Meeting

Minutes

February 21, 2023

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

Google Meet: <https://meet.google.com/vee-dwjy-cji>
(US) +1 502-443-0399 PIN: 491275827#

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Yelena Pichugina	Delegate for Fellows Council Career Track Committee Rep
N	CSL	Siyuan Wang	
Y	East Campus	Agnieszka Gautier	Secretary
N	East Campus	Molly Hardman	Delegate for Executive Committee
Y	East Campus	Tyler McIntosh	
Y	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Vice Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	
N	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
N	NCEI	Sam Califf	
Y	NCEI	Chuck Anderson	Rendezvous Vice Chair
N	PSL	Hui Ding	
N	PSL	Janice Bytheway	
N	PSL	Chesley McColl	OPA Chair
Y	SWPC	Hazel Bain	Mentorship Chair
	CIRES Section	Liaison	Role
Y	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role
Y	East Campus	Chris Pappas	

11:03 PM Meeting called to order

Reports

Secretary (Agnieszka)

- Bylaws official
 - Meg will email senior management that we are planning to post them on the CMC website, and she will ask the CIRES IT web team to do this.
- Work with Audrey regarding feedback on promotion application. Jasmine will send the application for the next round, so will revisit in summer 2023.

Membership (Daniela)

- Follow-up from new members about engagement (totally optional): Tyler McIntosh—talking to Daniela and Susan about JEDI, Audrey and Agnieszka talking to Jasmine Moore about better promotion guidance for admin positions
- Jeff (Duda) joined the OPA committee
- The web page for [CMC Members](#) is updated. Audrey Payne from NSIDC has been added.

Feedback from Town Hall

- Waleed encouraged listeners to contact CMC reps or submit anonymous feedback if they had feedback about WFH and conflicts between CU/NOAA admin days. Have people received feedback?
- Very little formal feedback, but anecdotal reports indicate people are not happy with the new inclement weather policy, specifically those at the NOAA labs. Lack of official feedback to senior management may indicate resignation rather than acceptance or approval.
- NOAA CMC members decided against forming a subcommittee to address inequities between CIRES/CU & NOAA regarding working from home during inclement weather
 - But how do we record and formalize this issue? Revisit in a few months or closer to winter of next year.
 - Need to have a clearer sense of what the actual policy is regarding inclement weather. Need to have clarity of expectations.
 - Need to communicate to science advisors at NOAA to understand that when CU is closed, there should not be the expectation that NOAA employees are able to be present for meetings
- (Not specifically about the Town Hall) – a GML CIRES person pointed out that sometimes there is no option to join a Zoom meeting from a browser, and NOAA laptops cannot use Zoom apps. CIRES IT response:
 - the user who setup the meeting would need to make sure the setting "Show a "Join from your browser" link" is enabled on their Zoom account. This is not turned on by default so they would need to do this. They only need to do it once and then any meeting they create or start after the setting change will have that link available. They can turn this setting on by browsing to <https://cuboulder.zoom.us> -> click Login with CU Identikey -> click Settings -> enable the " Show a "Join from your browser" link" setting.
 - Would be good to broadcast it either CIRES-wide as a 'best practices for virtual meetings' reminder or as part of the admin blog. CIRES IT is following up with their supervisors to see how best to disseminate this info.

Fellows Committee Report (Yelena)

- Meeting report
 - K. Human presented highlighted topics on: CIRES communications; Coverage of CIRES studies in top journals such as Wall Street Journal; social media (such as mention of the SOS dataset), and web highlights-top posts such as “Humans of CIRES” from CIRES Finance, 4,800+ impressions
 - Awards and updates
 - Search of Geodesy and Remote Sensing Faculty—4 candidates. The meetings with candidates are set in the CIRES Auditorium on Mon Mar 6, Thu Mar 9, Mon Mar 13 and Thu Mar 16 at 3 pm
 - The Fellows asked to attend talks and meet with candidates, encourage their students, and notify colleagues. Discussion of candidates and the committee recommendations will be Mar 23 Fellows meeting.
 - 2023 Visiting Fellows Program. 17 applications reviewed for post-Doctoral and 4 Sabbatical
- Discussion of the VFP Post-Doctoral and Sabbatical candidates and recommendations from sponsors
- Ryan will be attending IRP poster session
- Lornay checking with Waleed about posting minutes (update)

CIRES Rendezvous (Man and Chuck)

- The official date for Rendezvous 2023 is **Tuesday, May 16th** with set up for poster boards, etc the day before. We will need CMC volunteers on Monday and Tuesday!
- Rendezvous 2023 abstracts due April 18
- New this year: student short-talk-competition (supported by Waleed, Maggie, Christine, Katy)
 - Timing: directly before or after Waleed’s talk and the awards ceremony
 - ~30mins: depends on how many participants (2-3mins each or 70s each)
 - With Prize!! (CIRES admin will pay)
 - Will need judge and some preparing session
- The second Rendezvous planning meeting will be today 2:30-3:30 pm between Linda, Chuck and Man
- Barry Eakins is leading a subcommittee working on a “5K fun run” the morning of Rendezvous. Chuck is liaison with the subcommittee. CMC is tangentially involved. This is more of a CIRES-driven event to occur the morning of Rendezvous.

Chairs Meeting with Christine (Aleya, Meg)

From Feb meeting with Christine:

- Working from home/coordinating with NOAA closures:
 - Waleed had feedback at the Town Hall
 - Jan 31: Nothing in the Cooperative Agreement about this. CIRES HR/Waleed/Angela will work on input. Feb 14: This led to a blog post with updated info, including some clarification on when admin leave can be used:
 - <https://ciresblogs.colorado.edu/cires-admin/2023/02/14/inclement-weather-policy-reminder-2022/>
 - Childcare issues still linger, the hope (expectation?) is that supervisors will be flexible, or else admin leave can be used (in coordination with HR)

- Questions regarding requirements for WFH remain. Supervisors do not feel equipped to handle questions from their employees regarding this requirement. It influences where people can rent and buy/live.
- Guidelines will most likely shift during the summer when 1) COVID reporting stops in May 2023 and 2) flood mitigation is over.
- How does the CMC want to approach WFH? Subcommittee: Gaby, Aleya, Lucia, and Chuck will review.

(Note from Aleya: Does CMC want to continue the WFH committee initiative? What should we prioritize?)

- IT backup services: CIRES has plans for backups on East Campus. CIRES IT can respond to emergency requests. NOAA has no funds to support additional backups. Cluster reps should follow up with their IT to make sure everyone knows what the plan is.
- Pressure from supervisors to be in the office: CIRES policy is not to interfere with CIRES supervisors, but can push back against NOAA supervisors. Possible that this is limited to a small group, Christine will check.
- Supervisor-360: HR likely not in favor of this.
 - There is training being made available from CIRES and CU about supervising from home (and other really excellent Supervisor Training resources added recently).
 - Jimena will get feedback from Angela regarding evaluating supervisors and the process

Next meeting with Christine: March 1st.

Outstanding Performance Awards ([OPA](#)) (Meg and/or Jeff & other OPA Committee Members)

- **27 February - 3 March** when the OPA committee meets to discuss nominations and make selections.
 - Nominations were due Feb. 13
 - 13 service nominations (2 for same person)
 - 5 science nominations
 - OPA Dates
 - Updated 2023 Timeline is [here](#). The Highlights are:
 - Feb 15: Nominations close
 - Feb 24: Support letters due
 - Feb 27 to March 3: OPA Committee selection period
 - May 16 (Tuesday): Rendezvous

Mentorship Program (Hazel and Jimena)

Two training sessions sponsored by the CIRES mentoring program are planned for the coming months. Could the **CMC reps please advertise to their clusters** as the trainings are open to all CIRES

Project Management Workshop (virtual) - March 7, 1:00 to 2:30 pm.

In this session you will review the people and processes needed to effectively manage projects using a five-step model developed by the Project Management Institute. Participants will leave with an understanding of the model and two key skills to implement in their projects. This session will be facilitated by CU Boulder HR's Lauren Harris, Assistant Director of Training & Development. While this event is sponsored by the CIRES Mentoring Program, it is open to all CIRES employees.

<https://cires.colorado.edu/events/project-management-workshop>

Advocating For Your Science Panel (virtual) - April 28, 2:00 to 3:00 pm

A panel of experts in science communication and policy from CIRES and NOAA will be present to discuss their experience and answer your questions on the topic of Advocating For Your Science. The panel includes: Katy Human (CIRES Director of Communications), Bill Murtagh (Program Coordinator at NOAA SWPC), Gregory Frost (Supervisory Research Chemist, Office of the Director, CSL) and Chelsea Thompson (Communications Lead and Graphic Designer, CSL).

Advocating for Your Science Panel

Friday, April 28 · 2:00 – 3:00pm

Google Meet joining info

Video call link: <https://meet.google.com/ibt-mxwm-qdk>

Or dial: (US) +1 336-864-0807 PIN: 685 540 627#

More phone numbers: <https://tel.meet/ibt-mxwm-qdk?pin=8475459433961>

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

- Recordings and slides from past training sessions are [here](#).
- Supervisor trainings series
 - [Performance management](#), Kelly Leandro, central HR, Mar 13, 2023
 - [Hiring and Supervising Foreign Nationals](#), Janet Garcia, April 4, 2023
 - ASA Training: Upcoming for May 2023
- Training sessions for 2023 have been loosely defined. About 1 per month.

Diversity, Equity, and Inclusion (Daniela)

- No updates at this time.

Anonymous Feedback (Lucia) All entries are posted and have been emailed to the committee.

New Issues

Please enter a short summary for new items you would like to bring up to the CMC here.

- (added 2023/02/16 by Ryan Cassotto): Discussion on honoraria—knowledge sharing on how and when to ask for one. Gauging interest within the broader CIRES community about creating a guideline document around the subject? Beneficial to early- or mid-career people?
- (added 2023/02/20 by Aleya): Is there a CU RA/PRA email list? I didn't get Christine's note about the RF focus group listening sessions from any other source.
- (added 2023/02/21 by Man): Merit Increase question from GSL staff: "I am wondering how each person's raises are determined based on the CIRES 3% merit increase pool. Can you shed some light on this for me? I would've assumed that an above average end of year ASA likely results in at least an average raise, but that doesn't seem to be the case."
 - Answer: There is no transparency regarding pay increases for NOAA employees.
- 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)
- Bus situation for local commuting
The RTD express route FF2 has been temporarily suspended. <https://www.rtd-denver.com/services/flatiron-flyer>
- CIRES and CU have their own promotion tracks. How do they relate? Should people who have the CIRES senior track apply to CU if they have not been updated within the CU system? Can CIRES send over information of CU regarding updating position titles within CU?

Action Items

CIRES Work-from-Home Subcommittee to discuss issues, particularly as they relate to NOAA policy

- What can we do as the CMC to figure out something specific and actionable?
- What happens when supervisors are not mentors?
- Subcommittee consists of Lucia, Chuck, Aleya, and Gaby

12:31 PM Meeting adjourned