

# CIRES Members Council Meeting

Minutes

March 20, 2023 11:05 AM -12:30 PM MT via Google Meet

Google Meet: <https://meet.google.com/vee-dwjy-cji>

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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
N	East Campus	Molly Hardman	Delegate for Executive Committee
N	East Campus	Tyler McIntosh	
Y	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Vice Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	
Y	GSL	Man Zhang	Rendezvous Chair
N	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	
Y	PSL	Chesley McColl	OPA Chair
	SWPC	Hazel Bain	Mentorship Chair
	<b>CIRES Section</b>	<b>Liaison</b>	<b>Role</b>
Y	ESRL	Lucia Harrop	Administrative Liaison
	<b>CIRES Section</b>	<b>Guest</b>	<b>Role</b>

## Reports

- **Secretary (Meg for Agnieszka)**
  - Bylaws official
    - Meg will be in touch with CIRES leadership for new Bylaws posting

- Work with Audrey regarding feedback on promotion applications for admin positions. Jasmine will send the application for the next round, so summer 2023.
  - Agnieszka has received the application to review, and a meeting to discuss has been scheduled for April 2023. The committee meets in the summer to debrief the past promotion process in summer, so Audrey and Agnieszka will develop some suggestions and pass along to the committee sometime before summer.
- **Membership (Daniela)**
  - Follow-up from new members about engagement (totally optional): Audrey and Agnieszka talking to Jasmine Moore about better promotion guidance for admin positions
  - Hazel stepping down in May 2023; will need a new SWPC representative.
- **CIRES Rendezvous (Man and Chuck)**
  - Sent out emails to all awards winners so far (Years in service and NOAA duplicated awards) to verify their names and whether they will be in-person to receive awards on May 16th.
  - April 1 deadline-Reid Scholarship: Last time in 2019
  - Coordinate with UMC Catering on Menus & Set-up information: discussed with the committee and getting back to the UMC on our choices and waiting for a quote with pricing
  - Next Rendezvous planning meeting 2:30 pm, Mar 21, 2023
  - 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
  - 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.
  - **RSVP for Rendezvous going out soon (CIRES IT/Comms)**
  - **Check updates for: <https://ciresevents.colorado.edu/rendezvous/>**
- **Chairs Report (Aleya and Meg)**
  - **General**
    - In-person CMC rep gathering (none planned yet, but we are discussing)
    - In-person gatherings for reps with their clusters – coffee and bagels, e.g. Challenge is that NOAA rules prohibit CIRES gatherings at NOAA
    - Bigger picture concern: CIRES / CMC representation during CA negotiations
    - Some CIRES colleagues do not read emails from their Representatives. How do we reach out to more people or get them to read CIRES communications?

- Survey our clusters on best communication methods
- Communicate about events during Lab/Unit All Hands/in person meeting
- CIRES unit/lab leads should have a time in All Hands to mention CIRES news and upcoming events
- CIRES training will stay remote with recordings
  - More efficient re/ time spent
  - Everyone can choose when to watch
- CIRES Staff rotates at DSRC

## Meeting with Christine

*From Mar meeting with Christine:*

1. Transparency about merit process/pay increases - Jimena checked with Angela about this. See update under “New Issues.”
2. CMC asked Supervisor assessment (see email from Angela below)
3. Discussed CU RIO listening session feedback, Rendezvous updates
4. Other items: when CU hires faculty, NOAA folks are welcome to attend seminars (though these are not always broadcast) but can’t provide input to hiring process

Next meeting: April 5th.

### **Jimena Ugaz asked Angela Knight the following question:**

What is CIRES HR’s position on 360-degree feedback for CIRES supervisors and the ability to offer performance feedback on federal science advisors?

### **Response from Angela Knight on 2.22.2023**

“CIRES HR is completely supportive of ultimately creating an opportunity for employees to provide thoughtful feedback on their respective supervisor. We understand this is important for CIRES employees. As with most major projects, there is a lot of detail and thought involved in a project like this that must be considered as we move forward. This project is not something CIRES HR can undertake right away for several reasons, including:

- 1) **Current capacity to manage the project thoughtfully and appropriately.** CIRES HR is currently prioritizing its continuing compensation infrastructure program at least through the end of 2023, in addition to other ongoing efforts guided by the CIRES Strategic Plan. After the compensation project is largely complete, we will be able to look at other major projects, including this, for next steps.
- 2) **Lack of Campus Input Available:** Campus has not yet laid out guidelines or a process for supervisor performance feedback. This is something we have asked the campus HR Directors group to prioritize for consideration – or at least guiding protocols – over the coming year. It will be helpful to align any CIRES supervisor performance feedback process with campus and RIO protocols and philosophy.
- 3) **Equitable Assessments:**
  - a. Any supervisor feedback process will need to involve advance consideration of how to allow for a fair feedback process for supervisors – such that all feedback is solicited and received from direct reports, not just some. This is necessary for a comprehensive view of a supervisor’s performance.

b. We will need to consider how this feedback is weighted in terms of an employee's overall performance record.

4) **Support from CIRES IT with expansion of ASA app:** Any supervisor performance feedback process would ultimately need to be built into the ASA platform. Doing so will necessitate the time and expertise of the CIRES IT development team. CIRES HR will need to coordinate with IT when appropriate to have this project added to their schedule.

Regarding the ability for CIRES employees to evaluate the performance of their science advisors, this is not something that CIRES HR can facilitate. Federal science advisors are not CIRES/CU employees and are therefore subject to federal performance standards that are separate from the university. If a CIRES employee is having challenges with their science advisor, they should discuss this with their CIRES supervisor who can work with CIRES HR or their supervisory up-line as needed to address. HR understands that the relationship that the employee's relationship with their science advisor is an important one, so we encourage them to connect with their supervisory up-line if they're experiencing challenges." **End of response from Angela Knight on 2.22.2023**

**Discussion:** Salaries are capped, may depend on unit/lab. It is not clear what the caps are and if they are adjusted with inflation. Even with a high rating of 5/5, someone in that position may not get a merit raise. The Federal employees get COLA (cost of living adjustment) every year and a merit increase on top of that. Question: is there a lower cap for early career employees RS1 and 2? Will continue the discussion.

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

The OPA committee made selections for winners and submitted winners' names and nominations to CIRES Director for approval.

- 13 service nominations (2 for same person)
- 5 science nominations
- OPA Dates
  - Updated 2023 Timeline is [here](#). The Highlights are:
    - Waleed was informed of selections we are waiting for approval
    - May 16 (Tuesday): Rendezvous
    - June/July committee to meet and discuss possible improvements to OPA process

- **Mentorship Program (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>

**Update: This was a successful training session with 50+ in attendance. Feedback survey completed by 8-10% of that. All positive feedback with recommendations for Data Management, Managing Up and Employee Engagement as possible future topics for training.**

### **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>

=> Mentors and mentees will meet two more times in April and May before this year's program comes to an end. Participants will receive automated messages with suggested topics for dialogue at the beginning of each month.

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

- Recordings and slides from past training sessions are [here](#).
- Supervisor trainings series
  - [Hiring and Supervising Foreign Nationals](#), Janet Garcia, April 4, 2023
  - [ASA Training](#): May 10th at 10am
- Training sessions for 2023 have been loosely defined. About 1 per month. We are looking at the following topics for Summer and Fall 2023 trainings:
  - Crucial conversations (HR Central and/or Susan Sullivan and T. Hernandez)
  - The Recruiting and Hiring Process (by CIRES recruiting)
  - Career Development (Jimena)

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

- Susan Sullivan is leaving CIRES. There is going to be a national search and they will hire someone closer to the summer. Susan joined CIRES in 1989 as a graduate student in Dr. Robert Sievers' group and the Aeronomy Laboratory (now Chemical Sciences Laboratory). After completing her Ph.D., she co-founded and directed the CIRES Education and Outreach group in 1996, becoming director in 2001. CIRES will plan a

goodbye event for Susan, likely this summer, so we can recognize her and her accomplishments in person.

- Mistia is helping with the GSL/NOAA internship – all of the summer interns have been selected.
  - Tyler McIntosh and Daniela talking with Susan about JEDI and will continue the conversation with new DEI director when that person is hired.
- **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.
  - (update 2/23) email response from Colisse Franklin:  
We do not have a specific email listserv for research faculty. There are about 2,000 research faculty on the CU Boulder campus. For these focus groups, I reached out to all of the institutes and most of the colleges and asked them for a sample of RAs and PRAs to participate. I believe CIRES sent it out to all supervisors to distribute. It was not intended to go out to all researchers on campus. This is a first step in a process.  
The Research & Innovation Office (RIO) works closely with the institutes by sending information that isn't more widely distributed through CU Boulder today or a direct email from campus through the Institute HR Directors, Finance Directors, Associate Directors, or Institute Directors to distribute. The RIO Bulletin is distributed every two weeks with information about funding opportunities, but also has a section called "news you need".
- (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.

### **Jimena discussed with Angela the question of merit increase:**

- **Yes, it is allowed to cap merit increases for employees making a salary about a certain amount.**
- **Yes, units have different criteria. This is acceptable as long as the criteria is applied systematically.**
- **Bus situation for local commuting**  
The RTD express route FF2 has been temporarily suspended. <https://www.rtd-denver.com/services/flatiron-flyer>  
Molly Hardman – point person. We will check with her.

- Less school buses in BVSD and other neighboring districts.
- CU housing is now charging for monthly parking fee
- If working on commute, that counts as work time.
- Does CU or BFA sustainability committee have a transportation committee?
- Bus passes are not a valuable benefit for a lot of people.
- Van pool program may be an option.
- Guaranteed ride home: In order to support sustainable transportation options, CU provides a **free** taxi ride home in the event of an emergency or work schedule change (limited to CU Boulder and CU System faculty and staff). <https://www.colorado.edu/pts/transportation/guaranteed-ride-home>
- 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?
  - CIRES HR will contact SR AS who are currently PRAs and SR RS who are currently RAs. As to be consistent, we would like all SR AS to be converted to the university title of SR PRA, and all SR RS to be converted to the university title of SR RA.
  - There is no salary increase involved.
  - This promotion requires a new background check if one has not been done in the last 3 years, so some SR scientists do not wish to go through the process.
  - In the future, we will try to hire SR AS and SR RS in the corresponding SR university titles, but this is not always possible at the time of posting/ hiring.

## 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
- Action: Need to narrow purpose at next meeting

12:31 PM *Meeting adjourned.*