

# CIRES Members Council Meeting

Minutes

**April 17, 2023**

11:00 AM -12:30 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
Y	CSL	Siyuan Wang	
Y	East Campus	Agnieszka Gautier	Secretary
N	East Campus	Molly Hardman	Delegate for Executive Committee
Y	East Campus	Tyler McIntosh	
N	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
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	
Y	PSL	Chesley McColl	OPA Chair
N	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>

*Meeting called to order: 11:03*

# Overview

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## Reports

- **Secretary (Agnieszka)**
  - Bylaws official
    - Meg confirmed with senior management that CMC Bylaws can be posted. Ticket is now in with CIRES IT to get them posted.
- **Membership (Daniela)**
  - Hazel stepping down in May 2023; will need a new SWPC representative.
    - Working on replacement. Next month (May) and Rendezvous are her last meetings.
- **CIRES Rendezvous (Man and Chuck)**
  - We will need CMC volunteers on both Monday and Tuesday. Please sign up [here](#).
  - Next Rendezvous planning meeting: 10:30 am, April 24
  - Rendezvous poster abstract deadline: tomorrow, April 18
  - 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!

- **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
  - ~15mins: 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.
- Check updates for: <https://ciresevents.colorado.edu/rendezvous>
- **Telework Subcommittee** (Chuck, Lucia, Aleya)
  - Chuck is leading the effort
  - Our Focus: interface for issues related to telework
    - Find out most pressing issues (internal poll among clusters)
    - Keep a centralized log of training/resources for hybrid/telework
    - Follow up with HR as needed (e.g. about ‘working on bus’)
    - Get more diverse representation on the committee?
    - What is the best approach to get input CIRES-wide?
  - Potential poll questions
    - What challenges are people facing? (We can’t do anything about housing.)
    - What can we do? What resources do people want?
    - As a supervisor, what are you comfortable with? Do supervisors need more training? Talk to Lauren Harris about setting expectations, communicating with employees about comfort level
    - Encourage doing/reviewing the hybrid team training resources from Lauren Harris
  - Notes for CMC discussion
    - Can we do anything about salary caps in some groups? (esp. in Boulder area) raising awareness is good
    - Required number days on site, does this mean 8 hours on site each day? (Waleed says defer to supervisor)
    - Define more formal criteria for telework? How can this be folded into the ASA (ask HR)? e.g. evaluative criteria for telework modality
    - Impacts at the senior management level - only seen where there are recruitment/retention issues
    - Job postings are very job-specific, but maybe we should have a telework section laying out the ground rules for any position (check with Jimena), e.g. ‘hybrid-eligible, expected to be in office X number of days’.
    - Support for in-lab people/equity issues (does this impact recruitment/retention?)
- **Chairs Report** (Aleya and Meg)

**Met with Christine on Apr 5, 2023**

1. Bylaws now posted

2. Christine wants us to share this site:  
<https://www.colorado.edu/hr/2023/03/28/professional-development-opportunities-are-open-registration>
1. Transportation: can we confirm Waleed/Senior Management's stance on working on bus, i.e. that time spent working on bus counts as work time? Can this be posted somewhere?
  1. HR question (Meg will ask, CC Angela/Waleed). What is university policy?
2. Any other suggestions for improving transportation for CIRES employees in an era of reduced bus service.
  1. Is the Denver express bus coming back?
  2. CU BFA transportation is not in their scope of issues
  3. Van pools?
3. CIRES representation at the [CU Sustainability Summit](#) (19-20 Apr).
  1. Is CIRES planning to participate? (sounds like no, but CMC should/could publicize this to solicit participation from individuals)
4. New director at GML.
  1. Christine will check with CIRES SM about the order of things for introductions
5. Can CIRES pay for food if hosting a picnic for CIRES people?
  1. check with Annie Fudale
  2. Could CMC have a stipend that goes toward this?
  3. The structure is there for CMC to contribute to paying for lunches.
  4. However, if on NOAA grounds, CIRES is not able to pay. Does this extend toward CMC?

### **General issues – ongoing**

- In-person CMC rep gathering (none planned yet, but we are discussing—maybe for meeting before Rendezvous. Meg will look into)
- In-person gatherings for reps with their clusters – coffee and bagels, e.g.
  - Challenge is that NOAA rules prohibit CIRES gatherings at NOAA
  - GML one paid for by reps will happen next week
- 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
  - Hours updated in three places: [Google Sheet](#), Google [shared admin calendar](#) and individual staff calendars on google.

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

The OPA committee made selections for winners and submitted winners' names and nominations to the CIRES Director who approved our selections and notified the winners.

- In June or July the committee will meet and discuss possible improvements to the OPA process, which I would like to present to the CMC in August or September.
- Question still remains how funds are distributed for groups that are winners.

- **Mentorship Program (Jimena)**

**Last training will be the panel on April 28th: Advocating for your Science. Lucia will provide training on the ASA on May 10, 2023**

The CIRES Mentorship Program is presenting a training seminar on Advocating for your Science. Details are included below.

The Mentorship Program is also actively recruiting for committee members. Specifically, we have openings for representatives in SWPC, E&O, GML and PSL. Commitment levels are estimated at 1-2 hours per month from Oct through May and 2-4 hours per month between June and September. Please reach out to [ciresmentoring@colorado.edu](mailto:ciresmentoring@colorado.edu) if you are interested in serving on the Mentorship Committee. It is a great opportunity to help guide a successful CIRES program.

**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.

- **The Mentorship Program is actively recruiting for committee members.** Hazel is stepping down as president. Committee is made up of 8 people and 4 are leaving at the end of April.

- **Four current members from SWPC, E&O, GML, and PSL will be leaving in the next few months.** Two of these members are current CMC members and one is the Chair. The committee would like two CMC members to help fill these roles, one at the Chairperson level, and two additional members from the broader (non-CMC) community. We are asking CMC reps to include this announcement in the email body of this month's minutes announcement.
  - Is there an estimated time commitment for these positions? Potentially 1-2 hrs per month from October to May. June to September 2-4 hrs a month.
  
- **HR programs, training and other career building opportunities (Jimena)**
  - Recordings and slides from past training sessions are [here](#).
  - Supervisor trainings series
    - [ASA Training](#): May 10th at 10am
  - Crucial conversations – more info [here](#). Please share with your cluster. Sessions start in June.
  - Crucial conversations, [one-hour special session](#). Fact vs. Story. May 3, 1-2 pm.
    - These training sessions are free but can not be recorded.
  - We are also looking at the following topics for Summer and Fall 2023 trainings:
    - The Recruiting and Hiring Process (by CIRES recruiting)
    - Career Development (Jimena)
  
- **Diversity, Equity, and Inclusion (Daniela)**
  - Who is the correct person to reach out? Meg and Aleya to ask Christine
  - Aleya has been asked to help search for a director.

- **Fellows Meeting (Yelena)**

Notes from Fellowship meeting on 23 March 2023

- 1) Discussion of Award for 7 selected students from CU (-about 4<sup>th</sup> grade). Four categories/criteria:
    - a) Strength of proposal
    - b) Scientific achievement
    - c) Benefit to CIRES
    - d) Support from Advisor
  - 2) CIRES Geodesy and Remote Sensing search:
    - a) 74 applicants
    - b) 15 letters of support
    - c) 11 Zoom interviews
    - d) 4 in-campus interviews
  - 3) Search committee recommendation for 4 finalists and voting.
- 
- **VISA issues (Siyuan)**
    - CIRES research scientists appear to be treated differently than tenured track professors at CU, at least from some CIRES employee perspectives. This may

be related to how the positions of employment are viewed: permanent vs. time-sensitive.

- The responsive issue may actually be outside of CU HR like at the state or government level.
- If there are delays, the CMC may be able to assist to elevate these issues.
- There are resources available, including a recorded training.
- Are there CU lawyers who can assist with VISA issues? Or also cultural conflicts that may present themselves in everyday matters?
  - Nope; CU does not provide legal services to employees.
- Does it make sense to meet with Janet to provide feedback from past experiences? These experiences should be documented and create a timeline. Get data and documentation.

- **Honararia (Ryan)**

Knowledge sharing on how and when to ask for one. (CIRES members going to external organizations; as soft-funded employees, how do CIRES scientists/members engage with these external organizations to have compensation for their time?) Gauging interest within the broader CIRES community about creating a guideline document around the subject? Beneficial to early- or mid-career people?

- There was a survey and now need to edit results/answers into a document for the broader CIRES community. Where could this document exist?
  - Should ask Christine for best place for this document exist
  - Advice to connect with CIRES and CU HR to provide insight on the document
  - Document would address DEPA issues
  - Staying within CU guidelines
  - There is support for honoraria

- **Anonymous Feedback (Lucia)**

- All entries are posted and have been emailed to the committee.
- Nothing new

## New Issues

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

- (added 2023/04/17 by Agnieszka): Promotion package updates and suggestions
- (added 2023/4/17): Do we need to change CMC Google Folder to Microsoft OneDrive? CU has recently migrated to OneDrive, also limiting storage space on GoogleDrive to 5GB. My understanding is that NOAA does not have the same limitation. Who is the “owner” of the “CMC CIRES Members Council” Google folder. If the main owner resides on CIRES Main or East Campuses, this could be a potential issue.
- **Bus situation for local commuting (Molly & others)**  
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

- Siyuan to get concrete details and data regarding VISA experience.

12:39 PM *Meeting adjourned*