CIRES Members Council Meeting

Minutes
August 21, 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#

<table>
<thead>
<tr>
<th>Y/N</th>
<th>CIRES Section</th>
<th>CMC Member</th>
<th>Role</th>
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<td>N</td>
<td>CSL</td>
<td>Yelena Pichugina</td>
<td>Delegate for Fellows Council</td>
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<td>Career Track Committee Rep</td>
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<td>Y</td>
<td>CSL</td>
<td>Siyuan Wang</td>
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<td>Y</td>
<td>East Campus</td>
<td>Agnieszka Gautier</td>
<td>Secretary</td>
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<td>Y</td>
<td>East Campus</td>
<td>Molly Hardman</td>
<td>Delegate for Executive Committee</td>
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<td>N</td>
<td>East Campus</td>
<td>Tyler McIntosh</td>
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<td>N</td>
<td>East Campus/NSIDC</td>
<td>Audrey Payne</td>
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<td>Y</td>
<td>GML</td>
<td>Aleya Kaushik</td>
<td>Vice Chair</td>
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<td>Y</td>
<td>GML</td>
<td>Gaby Pétron</td>
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<td>Y</td>
<td>GSL</td>
<td>Jeff Duda</td>
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<td>N</td>
<td>GSL</td>
<td>Man Zhang</td>
<td>Rendezvous Chair</td>
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<tr>
<td>Y</td>
<td>Main Campus</td>
<td>Ryan Cassotto</td>
<td>Delegate for Executive Committee</td>
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<td>Y</td>
<td>Main Campus / IT</td>
<td>Meg Tilton</td>
<td>Chair</td>
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<td>Y</td>
<td>Main Campus/HR/Adm</td>
<td>Jimena Ugaz</td>
<td>Mentorship Vice Chair</td>
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<td>N</td>
<td>Main Campus/ E&amp;O</td>
<td>Daniela Pennycook</td>
<td>Membership Chair</td>
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<td>Y</td>
<td>NCEI</td>
<td>Sam Califf</td>
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<td>Y</td>
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<td>Chuck Anderson</td>
<td>Rendezvous Vice Chair</td>
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<td>Y</td>
<td>PSL</td>
<td>Hui Ding</td>
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<td>Y</td>
<td>PSL</td>
<td>Chesley McColl</td>
<td>OPA Chair</td>
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CIRES Section | Liaison          | Role
Y | ESRL | Lucia Harrop | Administrative Liaison

CIRES Section | Guest   | Role
Y | NOAA    | Kari Bowen |
Y | IT      | Rachael Fritchie |
Y | NSIDC   | Chris Pappas |
Reports

- **Secretary** (Agnieszka)
  - Nothing to report
  - Travel issues for CIRES-NSIDC employees discussed in detail below

- **Membership** (Daniela)
  - Hazel stepped down in May 2023; new SWPC representative needs to be determined. Kim Moreland expressed interest.

- **Kari Bowen Intro and Chairs Report** (Kari, Aleya and Meg)
  - New senior management hires, Kari Bowen and Becca Ciancanelli
  - Meeting with Christine: Are there issues the CMC would like us to bring up? One ongoing issue we plan to discuss next time are stipends for CMC gatherings (tea/coffee with clusters). We will also mention the travel issues.

- **Recap – Preserving CMC Google Docs** (Meg)
  - CMC Google account for important Google docs: cirescmc@colorado.edu
  - Currently these credentials are in LastPass and available to CIRES IT.
  - Going forward, when someone leaves CMC they should make sure any important documents they own are also transferred to CIRES IT owner.
  - CMC has decided to continue using Google Docs since files are not that large.

- **CIRES Rendezvous** (Man and Chuck)
  - Recap
- Survey results are available but not reviewed.
  - Looking ahead to 2024
    - Shall Rendezvous transition to a more heavily vegetarian and vegan menu?
      - Need to find out post survey what people are thinking
      - Need to include diet preference in RSVP to have an accurate count
      - How should food be presented so there is enough for restricted diets, but also communicated well enough for people to be aware?
        - Would just increasing the options help?
    - Decide on the production level for the remote participation option well ahead of time.
    - Poster organization from CIRES divisions to thematic areas (10-12ish) decided on by the CMC.

- **Telework Subcommittee**
  - Working on finding a new meeting date and time; will restart meetings in Sept.
    - Need to figure out if hybrid/telework is a major issue across CIRES.
    - Organize best practices for hybrid/telework.
  - Can subcommittee expand beyond CMC members?

- **Outstanding Performance Awards (OPA) (Chesley)**
  - Will have an OPA update for the September meeting; I need to get feedback from the OPA committee, and send that request out this week 8/21.

- **Mentorship Program (Jimena)**
  - The Mentorship Program has recruited Hui Ding, Youmi Oh, and Audrey Payne.
  - We met in June and July to update monthly email communications and worked with IT to update the website and add pictures of new members.
  - We are working on putting together an in-person kick-off event, which will take place in late September or October: securing funds, finding venue, defining format, etc.
  - Our next meeting is on 8/23.
  - We need to vote for the Chair and vice-chair positions (need to be CMC members); will happen in October 2023.
  - Mentor sign up Sept 5 to 15, 2023; Mentee sign up Sept 18 to 29, 2023.

- **Travel Processes (Sam, Aga)**
  - Adding seat assignments (Sam)
    - **PSC Procedural Statement: Travel**
    - Flight seat assignments are not necessarily covered for travel
      - Subjective reimbursement
      - Travel risk - without a seat assignment, you are the first to lose your spot if there is an overbooked flight
    - Can we update the policy so seat assignments are a standard part of travel expenses?
      - Not all airlines offer seat assignments like Southwest. Specific to airlines.
      - How new is this policy?
According from CU Finance Team: You can request beforehand for a seat assignment if it costs less than $50. Put this in your request form.
- A long flight of 14 hrs or more is “allowed” to have a seat assignment reimbursement.
- This should be elevated beyond CIRES.
- Baggage fees are reimbursed.

Other travel concerns (Aga)
- Confusion with the Fly America Act, especially when a US Airline is paired with an International Airline (e.g., a United flight run by AirCanada vs an AirCanada flight run by United).
- Travel expenses that are approved, but then denied at the reimbursement stage.
- Reimbursement checks that have not been received weeks later, with no way to track them.
- Challenges arranging last-minute travel for meeting participants who are not in the system and cannot quickly be added to the system.
- Extremely time-intensive policies that require staff to fill out paperwork with similar information multiple times, and coordinate between supported travelers, CIRES travel, and Christopherson Travel with multiple back-and-forths to get travel and flights approved.
- Difficulty with Christopherson travel either not finalizing a booking (requiring multiple call-backs and inquiries to make sure the booking is completed), providing an incorrect quote for a booking, and providing incorrect information about the Fly America Act (see above).
- The policy limiting personal travel when booking travel for work is hard for families that live abroad or far from family.

Requests:
- Better systems for booking travel and completing reimbursements, ideally using a single system that would minimize the need to fill out forms multiple times, and that would save information from previous meetings for supported travelers..
- Clear documentation that addresses discrepancies between CU’s travel reconciliation instructions and inside CIRES instructions.
- Clear guidance to prevent the common mistakes that CIRES travel gets from travelers.
- Training from CIRES Travel for all staff about how to work with the CIRES Travel system and Concur.
- Assigned seats should be reimbursable.
- Need to document what is working and what has been improved.

Meg will create a document to summarize all these concerns, and then decide who to meet with to elevate these concerns.

HR programs, training and other career building opportunities
(Update from Jimena and Lucia)
- Career Track training coming up in October (date TBD)
- 2023-24 Training schedule will be more formalized after ASA season is concluded. Some trainings we envision for the fall are:
  - Career development and planning for all employees
  - The Recruiting and Hiring Process for supervisors
• **Diversity, Equity, and Inclusion** (Daniela)
  o Becca Ciancanelli hired as CIRES DEI Director

• **Fellows Meeting** (Yelena)
  o Nothing to report
  o Taking break for summer

• **Executive Committee Meeting** (Ryan)
  o EC breaks for summer

• **VISA issues** (Siyuan)
  o As a result of discussion with HR and Janet, meeting will be held to discuss Visa procedures. Issue resolved for now.

• **Honoraria** (Ryan)
  o No update

• **Anonymous Feedback** (Lucia) All entries are posted and have been emailed to the committee.
  o Flex Friday request—not discussed, we will discuss next meeting.

**New Issues**

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

- Caremark/CVS pharmacy change – negative impacts for CIRES employees? (Meg)
  o Gathering concerns and signatures to give to CU Benefits Office.
- I’ve received an inquiry from an NSIDC staff person for clarification regarding tuition benefit usage and receiving credit for completed certificate courses at CU - relates in general to a PRA receiving credit for classes taken whilst employed as a PRA.
  o Certificates are not provided for those that use tuition reimbursement.
    • Depends on the program. May need to declare if you are a degree-seeking student before you sign up.
    • These issues are all at the CU level, not CIRES level.

**Action Items**

- Need to double check that the CMC mailing list is updated.
- Meg will create a document that summarizes all travel concerns, and will share with CMC. Then CMC needs to decide how to elevate.
- Send document of recommendations for career advancement application to CMC for review. Wait until Thursday, August 24, 2023.

12:36 PM *Meeting adjourned*