CIRES Members Council Meeting

Minutes
April 22, 2021
12:00-2:00 PM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Joe Katich	Vice Chair
Y	CSL	Yelena Pichugina	Track Committee Rep
Y	East Campus	Molly Hardman	
Y	East Campus	Mistia Zuckerman	
Y	GML	Jon Kofler	Backup Exec / Fellows Rep
Y	GML	Gaby Pétron	OPA Chair
Y	GSL	Eric James	Membership Chair
Y	GSL	Man Zhang	
Y	Main Campus	Ryan Cassotto	Mentorship Program Chair
Y	Main Campus / IT	Meg Tilton	Rendezvous Vice Chair
Y	NCEI	Aaron Sweeney	Secretary
N	NCEI	Adam Woods	Executive Meeting Rep
Y	PSL	Janice Bytheway	Mentorship Vice Chair
Y	PSL	Antonietta Capotondi	Fellows Rep
Y	SEEC	Dawn Umpleby	Rendezvous Chair
Y	SWPC	Eric Adamson	Chair
Y/N	**CIRES Section**	**Liaison**	**Role**
Y	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	**Guests**	
	CIRES HR/ADMIN	Jimena Ugaz	
	NSIDC	Trey Stafford	
	NCEI	Allyssa Riley	
	NCEI	Courtney Peck	
	NCEI	J-Marcus Hughes	
	WPC	Matthew Green	
	NCEI	Christian Bethge	

12:02 PM Call to order.

Reports:

1. Secretary (Aaron)
   a. Issue with transfer of document ownership
      - Docs created with a noaa.gov account cannot have ownership transferred to a non-noaa.gov account. This is a problem, because, while everyone at CIRES has a colorado.edu account, not everyone has a noaa.gov account.
      - You can sort-of get around this if you download a copy of the Doc owned by your noaa.gov account to your local machine, delete the document on Google Drive, and then re-upload the document using your colorado.edu account. However, this has two pitfalls: (1) the URL of the document is not preserved (a new URL is associated with the "new" document uploaded using you colorado.edu account, and the old URL simply breaks because the old document has been deleted), and (2) the datetime-stamp on the document is changed and you lose its history when you re-uploaded it.
      - I recommend we all use our colorado.edu accounts for ownership of documents in the shared CMC folder ("CMC CIRES Members Council").
      - Discussion: No opposition to adopting a policy of document ownership exclusively by colorado.edu accounts.
   b. Discussion of CMC document disposition
      - I've started a draft "CMC Election Procedures" document. Election ballots should be treated as confidential and destroyed at some point. I highlighted in red a few items that should be discussed as a group.
      - Regarding OPA materials, what information does it make sense to steward for posterity and what information should be treated as confidential and destroyed? Some potential pieces of information to consider: OPA announcement text and when to send, important OPA dates each year, names of committee members, list of nominees, blank ratings form with categories, and filled in ratings forms (per committee member and aggregate results).
      - Discussion: OPA announcement text, schedule (important dates), and blank rating forms with categories of evaluation are carried forward from year-to-year. Bylaws indicate each committee should report on the final outcomes and exceptional events for that year. OPA Chair can dispose of confidential materials at the end of their term--this should be captured in the OPA process documentation.

- ■ ACTION: Mistia, Eric A., and Aaron to brainstorm on the process of document transfer (more generally than OPA, could include Rendezvous (Linda P. keeps spreadsheet for Rendezvous), Mentoring, etc.)
- ■ Discussion: The Google Drive size constraint for CU is changing in the next year. Google is discontinuing free, unlimited space.
  - c. CIRES Calendar for CMC Meetings
    - ■ Example: April 22 CMC Meeting
    - ■ Q: What text to put in CMC Meeting events? Should the event include Google Meet URL or not? After the meeting is held and minutes are approved, minutes are uploaded to CMC website. Should I edit past meeting event and place URL to minutes there too?
    - ■ Discussion: Link to the general Minutes tab from each CIRES event. Leave the CIRES event text general, open to anyone at CIRES apart from the Exec and Fellows Meeting report-outs. The Secretary should add the CIRES CMC meeting event before noon Friday before the week of the meeting.
    - ■ ACTION: Request from Chair to all CMC Reps: When a new agenda draft is circulated with CMC Reps, please clean out the previous meeting's items and update your section.

2. Membership (Eric J.)

- a. Status of discussion with Ryan Cassotto about the main campus cluster definitions:
  - ■ (See below: "Open Issues: (3) Organization of CIRES Clusters."
- b. Recruitment Update:
  - ■ Jimena Ugaz has joined from main campus. In the past, CMC Reps have voted in new members in person. Eric J. is proposing voting in new members via Google Form.
- c. Quarterly CMC newsletter followup discussion:
  - ■ No discussion.

3. Mentorship Program (Ryan / Janice)

- a. Three trainings have been held this year. The last training happened earlier this month (which had the highest attendance among the trainings). The Mentorship Program Chair is working to upload a recording of the training on the CIRES Mentoring website. The Mentorship Chair will circulate an announcement when the recording is available. May is the final month of this year's mentorship program.

4. OPA (Gaby)

- a. 2021 OPA results: four awards in Science and four awards in Service.
- b. 17 "unique" nominations (one double entry by two different nominators).

c. Three CMC and three non-CMC reviewers served on the OPA committee. Nice group effort!

d. CIRES IT, esp. Meg, was key in making things work (website updates, communicating with CIRES Comm team and some nominators, troubleshooting submission issues, sending referral letter reminders and uploading material on InsideCIRES OPA section…).

e. Two nominators asked to add people to winning awards after the review. This was declined but we may want to make a policy saying a nomination is final after its submission explicit for future years.

f. Meg has a list of IT improvements for future OPA cycles that will be tackled after Rendezvous.

g. We may want to have a little more guidance on what can help make a strong nomination: avoid jargon, write for non-expert in the particular field, include broader implications for the value of the recognized work effort, make sure support letters are submitted on time and contain specifics for each individual on nominations

h. Write report with main issues and key information for next OPAC chair and for OPA secretary

i. Discussion: Members of CIRES Admin have been nominated and received OPA awards in the past. However, during this current OPA cycle, there has been resistance from senior management to nominate or provide support letters. In the past, HR Directors and Associate Director for Science have written support letters.

j. ACTION: Chair and Vice-Chair to discuss eligibility of CIRES Admin for OPA and support letters with Assoc. Dir. Science. (*Carry forward to May meeting.*)

5. Rendezvous (Dawn/Meg)

a. Topia update - May 4 Town Hall and admin news

b. "Shepherds" - currently, 10 volunteers

c. Awards mailed

d. Please remind your teams that the poster submission deadline is next Wednesday, April 28 - hard deadline. Linda is also looking for photos of award winners.

e. Discussion: 1-pager help document being assembled + 1-2 minute tutorial video is planned. Linda and Lucia will reach out to winners for selfies with awards, if needed.

f. ACTION: (CMC Reps) Remind your constituents that the poster upload deadline is April 28.

6. CIRES Career Track Committee (Yelena)

a. Previously, the Committee decided on four sub-tracks within the Associate Scientist (AS) and Research Scientist (RS) tracks:
   - Science
   - Engineering / Applications
   - Management
   - Computer Science

b. Yesterday (Apr. 21):

- ■ The questions and issues that have come up while writing the descriptions and criteria were discussed.
- ■ The Committee groups have to finish the write-ups for the sub-tracks by 28 April.
- ■ Joost, Christine and Jasmine will consolidate into required documents (similar to what is now in insideCIRES, but including description of the sub-tracks and separate promotion criteria.
- ■ CMC needs to provide feedback.
- ■ CMC can reach out to their colleagues, but should consolidate feedback before returning comments to the committee.
  - c. Discussion: It would be good to have broad input from all CIRES employees. This could be accomplished via a survey. It would be good for CMC Reps to have two weeks to review and share materials with their constituents and provide feedback.

7. Chair (Eric A.)

- a. Meeting with Associate Director for Science
  - ■ No meeting since last
- b. Lucia's request for reminder regarding online CIRES feedback form
- c. Discussion: Lucia reports a record number of comments submitted via CIRES feedback form. (Six comments in the past two weeks.) Normally there is a one-week turn-around time for answers, but in this case, there are some outstanding comments that depend on CU communicating their responses to CIRES.

Open Issues

1. Review and Amend Bylaws and begin development of CMC Member's Guide
   - a. Step 1 - report progress (Eric A.)
     - i. Split Officer's Duties into two docs:
       1. Incorporate into Bylaws
          - a. Approve as we review
          - b. Need input from committee chairs / vice chairs
            - i. Rendezvous
            - ii. OPA
            - iii. Mentorship
       2. More detailed descriptions within "Member's Guide"
          - a. Very much draft form in process of migrating "excess" from Officer's duties doc

     - ii. Expand/Clarify descriptions of committees
       1. Standing vs Special vs Sub

Discussion: CMC Chair added text around standing committees. The text was accepted by the CMC. Committee records should be retained by the Secretary. The Chair thanks standing committee chairs for the brief statements of standing committee functions. The text of standing committee functions was reviewed and approved.

ACTION: CMC Chair to update text around committee disposition of records and circulate for comment from CMC.

2. CIRES Graduate Association (CGA) discussion:
    a. Concern was previously raised regarding need to explicitly include Grad students and Postdocs in CMC
    b. Christine W. agreed this would be good to address
    c. Need to clarify whether grad students/post-docs are considered CIRES members?
    d. General topics of discussion:
        i. What function does CGA serve?
        ii. provide a mechanism for ingratiation into the CIRES community, and to facilitate a mentoring environment within the CGA community. (Includes, but not limited to, CV development.)
        iii. CIRES seems to have an unusual perspective on Postdocs. Are they not employees, albeit, perhaps, more transient?
        iv. What benefit would CMC provide to the CGA members which is not filled by the CGA?
        v. Does anything preclude them from membership in CMC, currently?
        vi. Discussion: CIRES Admin considers CIRES-funded postdocs as CIRES employees. However if the postdoc is supported by non-CIRES funds or program (NSF, NRC, or other), they are not considered CIRES employees. CSL is the only unit that doesn't use postdoc (job code 1312) to hire recent graduates--they use RS1. Postdocs can serve and have served on the CMC. Postdocs should rely on CMC for advocacy around CIRES employment. GRAs are students and are represented by the CGA. Desire expressed for more postdocs to be recruited to serve on the CMC as Reps. Christine developed early career resources (networking, CV development, etc.) with both GRAs and postdocs in mind. Most CIRES postdocs in GML are not associated with CGA. Desire to engage with more CIRES postdocs. More postdocs are on main campus than at NOAA DSRC. Historically, engagement with main campus groups has been more challenging (individual research group vs. lab or center). There's a challenge in identifying all of the groups within main campus.
        vii. ACTION: CMC Chair and Vice-Chair to talk to Christine about what CMC can or can't do for the CGA.

3. Organization of CIRES Clusters:
    a. Should we establish a committee to make recommendations for changing the organization of CIRES clusters to improve representation, or engage the entirety of the CMC? Ryan is investigating how to divide up "Main Campus." Sometimes, a "group" is based on a single faculty's name, others are more broad. DECISION: We will wait until Ryan's findings to make a decision going forward.
    b. Difficult case: CIRES employees at SEEC (many non-CIRES also in building). Grey area around physically-located disparate groups: "CIRES archipelago."
    c. It is the duty of the CMC Rep to engage with all members of their cluster.
    d. Discussion: Historically, engagement with main campus groups has been more challenging (individual research group vs. lab or center). There's a challenge in identifying all of the groups within main campus. Consider defining a main campus "research" cluster, separate from main campus admin. Identifying research group leads is a challenge. There is no mailing list to rely on for communicating to main campus research.

1:59 PM Meeting adjourned.
[*The meeting ended here, before we could discuss later topics, including:*
- *Addressing the lack of raises*
- *On what CIRES Admin can do to improve the work environment at home*
- *Calendar links for CIRES events*
- *On the importance of taking time off*
- *Return-to-office anxiety*
- *On the recent censuring of CU president Mark Kennedy*
- *Prison labor and office furniture*
]

Actions:

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- Request from Chair to all CMC Reps: When a new agenda draft is circulated with CMC Reps, please clean out the previous meeting's items and update your section.
- CMC Chair and Vice-Chair to discuss eligibility of CIRES Admin for OPA and support letters with Assoc. Dir. Science.
- All CMC Reps: Remind your constituents that the poster upload deadline is April 28.
- CMC Chair to update text around committee disposition of records and circulate for comment from CMC.
- CMC Chair and Vice-Chair to talk to Christine about what CMC can or can't do for the CGA.