CIRES Members Council Meeting

Minutes
August 18, 2021
12:03-1:40 PM MT via Google Meet

Y/N	CIRES Section	CMC Member	Role
Y	CSL	Joe Katich	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	Main Campus/HR/Adm	Jimena Ugaz	
Y	NCEI	Aaron Sweeney	Secretary
Y	NCEI	Sam Califf	
Y	PSL	Janice Bytheway	Mentorship Vice Chair
N	PSL	Chesley Mccoll	
N	SWPC	Hazel Bain	
Y/N	**CIRES Section**	**Liaison**	**Role**
N	Admin	Lucia Harrop	Administrative Liaison
	CIRES Section	**Guests**	
	NCEI	Kelly Carignan	

12:03 PM *Meeting called to order by the Secretary. The Chair is running late, and the Vice-Chair position is empty.*

Reports:

1. **Secretary** (Aaron)
    a. I have custody of Eric Adamson's (previous CMC Chair) latest versions of the CMC Officers' Duties (CMC By-laws folder) and the CMC Members' Guide (Membership Folder) in our shared Google Drive.

2. **Membership** (Eric J.)

    a. New CMC members: Chesley McColl (PSL) and Sam Califf (NCEI)!

    b. Dawn Umpleby (SEEC) and Antonietta Capotondi (PSL) are stepping down.

    c. We are down one representative from East Campus (i.e., RL-2), and with Dawn's departure we no longer have a rep from SEEC.

    d. Man Zhang has volunteered to take on the Rendezvous Vice-Chair position. Meg will move into the Rendezvous Chair position from the Rendezvous Vice-Chair position.

    e. Lots of open officer positions; consider volunteering!

        ■ Out-of-election-cycle needs:
- CMC Vice-Chair (term runs until CMC officer election in October)
- Executive Council Representative (term runs until CMC officer election in October)
- Fellows Meeting Representative (term runs until CMC officer election in October)

        ■ To be filled during regular election cycle in October:
- Rendezvous Vice-Chair
- OPA Chair for next year's awards cycle

    f. The CMC Members information on the website will need to be updated.

3. **Mentorship Program** (Ryan / Janice)

    a. Dates for Year 3 are confirmed:

        ■ September 7-19: Mentor Registration

        ■ September 9 at 12-1 PM: "Braiding Your River - Career Development Workshop" on the CIRES Mentorship Program. The aim is to introduce the program and highlight the benefits of participation. It will also include a group of panelists from past years for Q&A. The registration link is not yet active, but will be located at https://cires.colorado.edu/outreach/programs/braiding-your-river-cires-career-development-series.

        ■ September 20 - October 1: Mentee Registration

        ■ October 4: Kickoff event

    b. CIRES IT is working to incorporate Year 3 updates to the CIRES Mentoring website and profile pages.

    c. The Mentorship Committee would like to formally and publicly acknowledge program participants at Rendezvous to both express appreciation for their efforts and advertise the program (increase participation).

    d. Discussion: CMC supports recognition of mentors' current and past commitment to mentorship at Rendezvous.

12:22 PM *Chair arrived.*

4. **Rendezvous** (Meg)

    a. Need a Rendezvous Vice-Chair with Dawn's departure from CMC.

b. Discussion: Overall the ratings received from the Post-Rendezvous Survey were very good. Here are the average ratings for three primary questions:
1. Did you find this year's annual CIRES Rendezvous to be of value? **4.5/5**
2. How satisfied were you with the State of the Institute/Awards virtual session from 10 AM to 11:30 AM? **4.6/5**
3. How satisfied were you with the afternoon Topia poster sessions? **3.8/5**

5. **Outstanding Performance Awards (OPA)** (Gaby, Meg)

a. For reference:

- General OPA introduction on the public website: https://cires.colorado.edu/about/institutional-programs/outstanding-performance-awards

- More detailed information with dates and examples of nominations, etc are on insidecires: https://insidecires.colorado.edu/opa/nominate.php

b. Make a policy saying "a nomination is final after its submission" explicit for future years (includes no adding people after the submission).

c. Here is a list of IT improvements for future OPA cycles:
- Update websites with language that clarifies OPA submissions cannot be changed after submission. Can the OPA committee send the exact changes to ciresithelp@colorado.edu as a request ticket? Here are the websites that may need updates:
  - https://insidecires.colorado.edu/opa/nominate.php
  - https://insidecires.colorado.edu/opa/nominateStep2.php
  - https://cires.colorado.edu/about/institutional-programs/outstanding-performance-award
- Create an InsideCIRES page so nominators who have InsideCIRES accounts (the vast majority of nominators) can see a view of their nomination(s) and who has submitted letters. This will let nominators check on their own and follow up with letter writers at their convenience. For nominators outside CIRES, we can let them know that they can always check with us.
  - Have the nomination submission website accept two to three names for support letters.
  - Check the guidance provided to referrals for their letters. Some letters are not very useful in explaining/supporting the value of the nomination.
- Creating an Outlook rule to have email delivery failure notices automatically forwarded to CIRES IT, rather than relying on CIRES Message Center staff to forward them to us. ***This one is done, but should be tested via InsideCIRES auto-send.***

- Have CIRES IT be cc'd on all solicitation letters so we can easily check if someone claims they didn't get the original request.
- Are there guidelines for support letter authors? Some letters do not add weight to a nomination, so it is important to remind people of what makes a good letter of support.
- Action: OPA Chair will circulate some language on letter of support to CMC members for review before next year's award cycle.
d. More guidance on what can help make a strong nomination: avoid jargon, write for non-expert in the particular field, etc.
e. Write a report with main issues and key information for the next OPAC Chair.
    - Timeline has been updated to include more details. The 2021 nomination call, OPA timeline, and the anonymized emails to winner or runner-up nominators have been added as templates to the Revised 2021 OPA Guide
f. Discussion (7/29): 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. Chair and Vice-Chair to discuss with Assoc. Dir. Science. (**Carry Forward to September meeting**)
    - Action: OPA Chair to ask Lucia to report on this topic at the September CMC meeting.

6. Diversity and Inclusion (Gaby)

a. Susan Sullivan is working on a Diversity, Equity, and Inclusion (DEI) Strategic Plan for CIRES and this has been circulated with CMC Reps and CIRES Diversity and Inclusion Community of Practice for feedback. It will be shared with all of CIRES in the near future.
b. Discussion: There will be another culture survey in fall 2022. CIRES DEI Director and Admin use survey results to track how we are doing and how to allocate resources to address survey outcomes.
c. Action: (All) Please provide feedback on the draft DEI Strategic Plan. CMC Chair will recirculate links to CMC Reps.
d. From Susan: "(CIRES) will not be part of the Fall campus wide culture survey after all. The reason is that because of the load we wouldn't get our results until August 2022 anyway. Instead, because we have an ARPAC review coming up in 2023 they'll survey us in Fall 2022 and we'll have our results Feb 2023 in time for ARPAC The ally meetup in September will be an open agenda Friday 2:30p 9/3 since it's the Friday before a holiday weekend."

7. CIRES Career Track Committee (Yelena)

a. Previously the Committee decided on 4 sub-tracks within the AS and RS tracks:

- Science; Engineering / Applications; Management; Computer Science
  b. Discussion (7/29): Would be good to have broad input from CIRES employees. Could be accomplished via a survey. Would be good for CMC Reps to have two weeks to review and share materials with their constituents and provide feedback.
  c. Notes (7/29): The next step is to circulate more widely with CIRES employees and survey for comments.
  d. Notes from Career Track Committee meeting held August 6:
    - Discussed Questions:
      - Do CIRES employees have to stay within one sub-track? Can they change when a promotion is due? How?
      - Only Computer Science sub-track for AS track?
      - Management sub-track: only RS3 and Senior RS?
      - Is the Management sub-track for managing people or also for data?
      - What should we aim for: separate position descriptions and promotion criteria for each sub-track or some overlap?
      - Many promotion criteria apply to all sub-tracks; some are specific. How do we organize?
    - Decisions (some of them):
      - Computer Science sub-track will be AS track only.
      - The Management sub-track for AS and RS 2 and higher and will be for people management only (not for data management)
    - Committee will work on finishing the description and promotion criteria for sub-tracks:
      - Science, Computer Science, Engineering & Applications, Management, Defining the required letters of recommendation.
    - Survey:
      - The committee will create a group of 10-15 people to review updates/changes made to "Description and promotion criteria" for all tracks.
  e. Discussion: Outcomes of the Aug. 6 Career Track Committee meeting: Computer Science track will be for Associate Scientists only (not Research Scientists). Information on Associate Scientist track will be finished by Sept. 10. All revisions to be finished by mid-October and then will go to Fellows Council and CMC for approval. CMC Reps should share with their cluster members to ask for and consolidate feedback. New information will be provided to CIRES employees by November.
  f. CO Equal Pay Act (EPA) Discussion: Within the next six weeks, there will be an announcement of a workshop from CIRES HR to give instructions on how to systematically update our CIRES job descriptions (This will be both for RS and AS). These updated (and vetted by CIRES HR) job descriptions will be used by CIRES HR to (with the help of an outside compensation consultant) develop recommendations to update our compensation structure and philosophy.

8. **Chair's Update** (Joe)

  a. None (swamped with field work! Sorry!)
  b. Question to raise with Christine: With the new career tracks, would there be some changes to the ASA online submission? The Diversity and Inclusion category was new(ish) this year.
  c. Chair will meet with Christine this month.

Open Issues:

1. Topic brought up by someone in CIRES/GSL (Eric J)
   a. Several CIRES employees have transitioned to Feds. Some CIRES scientists are supervisors for 6 supervisees, which is a lot of work: logistical and/or advisory. Can Feds supervise CIRES employees?
   b. Bring this back at next month meeting with Lucia
   c. The new CIRES track will acknowledge this type of supervisory work more.
   d. Main advice can be in hand of science advisor
   e. Also, consider the case of CIRES employees not having an active science advisor/mentor, only logistical CIRES supervisor.
   f. Discussion (7/29): CIRES work supervisor must be a CIRES employee. At DSRC, the science advisor can either be a federal (usual case) or a CIRES employee. The question was raised as to whether there is adequate mentorship from the CIRES supervisor and/or science advisor. The CIRES work supervisor can solicit input from the supervisee on what's working/what's not working, but there is no formal mechanism for this. Another question was raised as to how to provide feedback to the federal science advisor from a CIRES employee. CIRES doesn't have influence on federal science advisors. Two NOAA groups at DSRC have interpreted rules to mean no feedback should be given by federal science advisors to CIRES employees regarding performance.
   g. Discussion: Path forward is unclear. Let's leave this in the minutes.

New Issues

1. Change to CU Parking Policy for Research Laboratory No. 2 (RL2) lot (Molly)
   a. CU Parking Services changed the signage to indicate that faculty/staff have to pay for parking between 7:30 AM and 7 PM, seven days a week. Previously, a permit was only required between 7:30 AM and 5:30 PM M-F, but free on the weekends. Now employees will have to pay for weekend parking. Permits are only available to faculty and staff. Aside: Overflow parking from Scott Carpenter Park can use metered parking spots at RL2. (It's a large lot.)
   b. Action: Mistia to ask if other CU parking lots impacted, or just employees parking in RL2. Questions: Are the changes just to the RL2 lot or is it campus wide? What's the reason? How were people informed of this change?
2. Suggestion for CMC Rep introductions at September meeting.
   a. Action: Chair to add item on introductions to Sept. CMC meeting agenda. (Have new members talk about issues they're interested in.)

3. CMC to vote on Molly's nomination to CMC Vice-Chair

    a. Action: Meg will circulate a survey to vote-in Molly as CMC Vice-Chair.

    b. Side note: In past years, anyone on the CMC can nominate others for CMC officer positions. Current open officer positions:

- Executive Council Rep (one mtg/mo, 2 hrs)
- Fellows Council Rep (one mtg/mo, 2 hrs)
- (Post-meeting communication): Both the Executive Council and Fellows Council meetings are held on Thursday afternoons from 3-5 PM in the Fellows Room. The Executive Council dates have not been set yet but the Fellows Council meetings are generally the third Thursday of each month (see below), and the Executive Council meetings are generally the Thursday prior.
  - Current schedule of Fellows Council meetings:
    - 2021: 9/16, 10/14, 11/18, 12/9
    - 2022: 1/20, 2/17, 3/17, 4/21, etc.
- Rendezvous Vice-Chair - not yet needed, will delay filling until regular October elections.

1:40 PM *Meeting adjourned.*

Actions:

- Gaby
  - Circulate some language on letter of support to CMC members for review before next year's OPA award cycle.
  - Ask Lucia to report on the topic of nominations of CIRES Admin members for OPA at the September CMC meeting.
- Mistia
  - Ask if other CU parking lots are impacted by the policy change to RL2 lot, or does the change apply only to employees parking in RL2? Questions: Are the changes just to the RL2 lot or is it campus wide? What's the reason? How were people informed of this change?
- Meg
  - Circulate survey to vote-in Molly as CMC Vice-Chair.
- Joe
  - Add item on CMC Rep introductions to the September CMC meeting agenda. (Have new members talk about issues they're interested in.)
  - Question to raise with Christine: With the new career tracks, would there be some changes to the ASA online submission? For example, the Diversity and Inclusion category was new(ish) this year.
  - Ask CIRES HR for a written statement clarifying the merit increase process (where money comes from, deciders of pool existence and size, what it depends on (CO

State budget?), etc., beyond the evaluation of employee performance and campus enrollment). -- Lucia to remind Waleed about a written answer for this. Joe to consult with Lucia on the status of this.

- All
  - Please provide feedback on the draft Diversity, Equity, and Inclusion (DEI) Strategic Plan for CIRES. CMC Chair will recirculate links to CMC reps.