

CIRES Members Council Meeting

MINUTES

August 29, 2022

12:00 -1:30 PM MT via Google Meet

Google Meet joining info meet.google.com/xfb-duyg-zsv

Or dial: (US) +1 515-518-4488 PIN: 486 532 799#

Y/N	CIRES Section	CMC Member	Role
N	CSL	Yelena Pichugina	Delegate for Fellows Council Career Track Committee Rep
N	CSL	Siyuan Wang	
Y	East Campus	Agnieszka Gautier	Secretary
Y	East Campus	Molly Hardman	Vice-Chair
Y	East Campus	Tyler McIntosh	
Y	East Campus	Mistia Zuckerman	Delegate for Executive Committee
Y	GML	Matt Gentry	
Y	GML	Gaby Pétron	Chair
Y	GSL	Eric James	Membership Chair
Y	GSL	Man Zhang	Rendezvous Vice-Chair
Y	Main Campus	Ryan Cassotto	Delegate for Executive Committee
Y	Main Campus / IT	Meg Tilton	Rendezvous Chair
Y	Main Campus/HR/Adm	Jimena Ugaz	
Y	Main Campus/ E&O	Daniela Pennycook	
Y	NCEI	Sam Califf	
N	NCEI	Chuck Anderson - jury duty	
Y	PSL	Janice Bytheway	Mentorship Chair
Y	PSL	Chesley McColl	OPA Chair
Y	SWPC	Hazel Bain	Mentorship Vice-Chair
Y/N	CIRES Section	Liaison	Role
Y	Admin	Lucia Harrop	Administrative Liaison
Y/N	CIRES Section	Guests	
Y	NSIDC	James Fuller	

12:10 PM Meeting called to order.

We have 16 Representatives present.

Reports:

• **Secretary (Agnieszka)**

- Annual elections for [CMC officer positions](#) in October. Timeline tends to work well and gives people opportunity to become familiar with positions before election.
- CMC Meeting on October 19 will include discussion with Christine and Angela.
- September meeting:
 - Gather candidate names for various positions
 - Answer questions people have about these positions
 - Agree on how and when to hold elections; good to have balance of experienced and newer people
 - Possible candidates can reach out to Gaby and others.
- October meeting:
 - Need list of candidates BEFORE meeting so we can create ballot

• **Membership (Eric J.)**

- Some reps leaving soon, including Eric, Janice, and Mistia
- All three willing to stay through elections
- How should we deal with leave? Can CMC term be extended for parental leave, e.g.? (We will think about this)
- The web page for [CMC Members](#) is now up-to-date with our new members.
 - No new members
 - Which representatives and officers will be leaving in the coming 3 months?
 - Matt Gentry will leave CIRES in early September.
- CIRES cluster numbers are here: [spreadsheet](#)
- We plan to take a group picture at the September 19 Awards event (starting at 9:15 am in the Glenn Miller Ballroom (Middle Ballroom)). This can replace our old zoom picture on the webpage! Eric will look into best time; Daniela will contact Comms for photographer.
- Discussion: If term ends before the annual meeting, can we have an option to extend the term until the next election?
⇒ Action: Proposed language to extend officer or delegate term until annual election (October) was included in CMC Bylaws.

• **CMC Bylaws and CMC Elected Position Descriptions (Gaby)**

- Read and vote on final drafts for CMC Bylaws and roles and responsibilities. Vote will be electronic.
 - The CMC Bylaws final draft is [here](#).
 - The **Elected Position Descriptions final draft** is [here](#). This document is internal to CMC so can be more detailed.
⇒ Action: Gaby will email Meg dates and Meg will set up two surveys/ballots, one for Bylaws and one for Elected Position.
⇒ Action: Please read and participate in the vote. Once the CMC approves the documents, they will be submitted to CIRES leadership for their approval and they will then be official and posted on the CMC website.

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

- OPAC Actions:

- Shared folder with documents is [here](#).
 - OPA CMC and CIRES IT & Admin [Shared Timeline](#)
 - Proposed change: Remove appeal process. Do we need a vote?
 - 2021-2022 OPA Committee put together some [recommendations](#)

- Proposed change: Deemphasize “innovation” in service award

Replace: “Implementation of a creative or innovative idea, device, process, or system that aids in research, teaching, or outreach at CIRES.”

By just removing the creative or innovative it would read...

“Implementation of an idea, device, process, or system that aids in research, teaching, or outreach at CIRES.”

- Was “creative or innovative” put into the requirements in recent years? (Lucia) Making changes is difficult. As long as people understand that it includes service people.
 - Up to CMC to decide on language.
 - “Cash in a Flash” is not competitive and some departments do not have the funds to offer these.
 - Shall we review winning entries? To understand how to be inclusive from a historical perspective.
 - Creative and innovative appears to be more hurtful than helpful for service awards because it limits the entries.
 - Rating can be subjective
 - Individual vs group efforts
 - Can there be a separate groups award?
 - Appeals process does not work. People on the outside do not have enough information about the other awards. Should we remove the word “appeal”? Change to “Notification process”?
 - In the past there was a “Director’s Award” for anyone that did not match the criteria completely but still was “deserving.”
 - Is it a requirement at CU for any award to have an “appeals”? There is not for “Cash in Flash.” Lucia thinks there is not.
 - Should there be a Chair and Vice Chair so the Vice Chair could then take over, so there is more retention of knowledge from year to year. Is this feasible?

- Action: OPA Chair will share updated guidelines and timeline
 - with CMC Secretary for archiving, and for the next OPA Chair.
 - with Lucia, CIRES IT and CIRES Communications to support improved coordination among the many people involved.
 - Proposed language changes will be voted on during October meeting.

- **Mentorship Program (Hazel and Janice) – Cover at August meeting**

- Year 4 2022/2023 program starts next week!.
 - Mentor sign-up 5th-16th Sept, 2022
 - Mentee sign-up 19th-30th Sept, 2022
 - Program begins Oct 2022
 - <https://ciresmentoring.colorado.edu/index.php>
 - Planned panel discussion with previous participants September 7 1PM
 - Planned in-person kickoff event, tentatively October 6 12:30-2PM.
 - 38 Mentors 2021-2022
 - Want 40 to 45 for 2022-2023
- ACTION: Please advertise to your clusters, including reminders near the end of mentor/mentee sign up period. Include Feds in outreach, they can serve as mentors only.
 - Please send reminders to your clusters the week of Aug 29, 2022.
 - Again on Sep 14, 2022
 - Again on Sept 27, 2022
 - Janice will write an example of this email and send to CMC.
- Could the mentoring program have a governing document that describes the program, its committee and the roles of the chair and vice chair?
 - Yes, this is being worked on.

- **CIRES Rendezvous and Picnic (Meg and Man)**

- OPA awards event on Sept. 19 at 9:15 (brunch) and 10 a.m. (awards)
 - All of CMC invited to in-person brunch
 - Confusion over in-person vs. virtual event
- Luau Buffet as the picnic theme (Daniela - E&O)
 - Learn more about cultural appreciation vs appropriation and include Susan Sullivan and others in CIRES events organization
 - Per the [Hawaii Guide website](#): "One last note about respect; and please, we cannot emphasize this enough: Unless you are Hawaiian or are very intimately familiar with the culture, do not throw or attend a party deemed a "luau." Culture is an identity- not a party theme. Traditional forms of dress associated with a luau and the sacred hula dance are just that- sacred. If you are not Hawaiian, the culture is not yours for appropriation or purchase"

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

- Perks and programs training in August. See training recording.
- September: employee best practices guidebook and training.
 - Available on supervisor resources page on CIRES website
 - How can we make these trainings more accessible for supervisors?
 - For instance, which trainings are mandatory? Make this information available.
- October meeting with Angela
- Prepare questions in this document [here](#).

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

- Mistia left early
- Updates will be presented in September

- Meg shared this [article](#).
- **Anonymous Feedback** (Lucia)
 - Nothing new [here](#).
- **Fellows Committee Report** (Yelena)
 - Not covered
- **Executive Committee Report** (Ryan and Mistia)
 - Nothing to report. No meetings are scheduled to be held until September.
- **Actions**
 - Gather photos from Rendezvous for CMC webpage (check with Man, Meg, Eric and Linda on this).
 - Plan to take a group picture at the OPA ceremony on September 19, CU UMC Glenn Miller Ballroom (middle room).

New Issues:

- **New topics or concerns**
 - Can the deadline for using up vacation be moved to later in the summer rather than the end of June? (Agnieszka)
 - [CU Leave Policies](#) (CU System-Wide)
 - Any changes to parking rules and cost? (Agnieszka)
 - Does the CMC have any strategy for addressing the rising cost and logistical difficulty of parking on east campus?
 - Waleed seems to want people to return in person, but the cost is a disincentive, and now that the school year is started, some NSIDCers can't even reserve a daily spot.
 - (Tyler) - Earth Lab has had some of the same issues, people with CU parking permits that are then unable to actually find parking, end up having to pay additional fees to park for the day
 - Aga to email Tyler, then email HR.
 - *Please enter a short summary for new items you would like to bring up to the CMC here. As time allows, we will review the list and decide how the CMC can try and help. Also email Gaby so she can make sure to allot time for this!*
- a. CIRES supervisor 360 evaluation (*Not discussed today. Carry forward to the next meeting.*)
- b. CIRES @ CU and NOAA GHG emissions tracking and mitigation. If you are interested in this topic, please contact Gaby. We will have a first meeting with interested parties later this summer or fall (*Not discussed today. Carry forward to the next meeting.*)

For September

Vote on By-Law language

OPA language

Next Meeting: Is there a better week in September?

13:31 PM Meeting adjourned.

