CIRES Members Council Meeting
MINUTES
Nov. 17, 2022
12:00 -1:30 PM MT via Google Meet

Google Meet joining info: meet.google.com/geb-ejro-wqm
Or dial: (US) +1 605-432-8282 PIN: 792 879 230#

Y/N	CIRES Section	CMC Member	Role
Y	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	Delegate for Executive Committee
Y	East Campus	Tyler McIntosh	
Y	GML	Aleya Kaushik	Vice Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	
Y	GSL	Eric James	Membership Chair
N	GSL	Man Zhang	Rendezvous Chair
N	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
N	NCEI	Sam Califf	
Y	NCEI	Chuck Anderson	Rendezvous Vice Chair
Y	PSL	Hui Ding	
N	PSL	Janice Bytheway	
Y	PSL	Chesley McColl	OPA Chair
Y	SWPC	Hazel Bain	Mentorship Chair
Y/N	**CIRES Section**	**Liaison**	**Role**
Y	Admin	Lucia Harrop	Administrative Liaison
Y/N	**CIRES Section**	**Guests**	
Y	East Campus	Audrey Payne	
Y		Rachael Fritchie	

12:03 PM *Meeting called to order*

Reports

- **Secretary (Agnieszka)**
  - CMC ByLaws and Elected Positions Descriptions final drafts were shared with CIRES HR. Suggestions were made; CMC to review and finalize.
    - Main feedback: Specify how CMC clusters are defined, how CMC representatives are chosen, what happens if a cluster wants to remove a representative or a representative's attendance falls below 75 percent?
    - Move stipend section to the Elected Positions Description document.
    - According to CIRES HR, the CIRES Fellows meeting summary does not need to be in a closed meeting.
  - **ACTION:** Meg, Aleya, Molly, Gaby and others interested will meet to draft a response to suggestions.
  - Election results (16/18 CMC reps voted)

- **Upcoming Meetings** (Meg & Aleya)
  - Meeting in person on Dec. 9, day of Seasonal Celebration?
  - Meeting alternate Mondays and Tuesdays in coming year
    - Is there a particular week of the month that works better for everyone? Put in spreadsheet; Will send out again
  - Aleya and Meg will meet with Christine Wiedinmyer on Dec. 8
  - Advise to meet with your predecessor if you are new to an officer role

- **Membership** (Eric J./Daniela)
  - New potential CMC representative candidate: Audrey Payne from East Campus is replacing Mistia; Audrey has been voted in.
  - Brief comments from Jeff and Hui who have also joined CMC in October 2022
  - Payment of CMC stipends for 2021-22 is complete.
  - The web page for CMC Members is updated.
  - CIRES cluster numbers are here: spreadsheet.

- **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
  - QUICK SUMMARY OF PROPOSED CHANGES:
    1. When someone nominates an individual or group that does not fit for an OPA, that the OPA Chair and/or committee email the nominator with suggestions for other places like "Cash in a Flash"
    2. Propose a change to the Service Category language to be more inclusive
    3. Creating a rubric for evaluating each nomination
    4. Get rid of appeals process because it doesn't work since nominators are not privy to all submissions
    5. Update guidelines:

1. to exclude CIRES Director to contact the correct individuals in the process
2. Need to contact CIRES event coordinator rather than director
   - Send out nomination solicitation two weeks in advance, rather than same day
- **NEED TO VOTE on changes to the OPA Guidelines**
  1. Action: OPA Chair will share updated guidelines and timeline
     a. vote to put into place these recommendations
     b. with CMC Secretary for archiving, and for the next OPA Chair.
     c. Everyone should review the recommendations by December 2, 2022.
     d. Secretary to send out a google form to vote on these changes on December 2, 2022.
  2. Is it possible to increase the monetary fund for OPA awards? Or Number of awards?

- **Mentorship Program** (Hazel and Jimena)
  - Year 4 is underway
    - Planning underway for this year's training events
    - Trying to leverage CU and CIRES trainings
    - Use last year's list of successful trainings, and then potentially fill any gaps
    - What happens when a mentor leaves during the year? Has not happened in the past.

- **HR programs, training and other career building opportunities** (Jimena and Lucia)
  - Recordings and slides from past training sessions are here.
  - Two Diversity, Equity & Inclusion trainings, not required, but encouraging participation. (January 30, 2023 and February 6, 2023)
  - Training sessions for 2023 have been loosely defined. About 1 per month.

- **Diversity, Equity, and Inclusion (Daniela)**
  - Lots of recruiting
    1. Global Sustainability Scholars joins CIRES
    2. GSL internship is open
    3. Visiting Fellows Program is open
    4. DEI presence at the CU Right Here Right Now Global Climate summit, have applied for the AMS Student Career Fair exhibits.
    5. Representing CIRES DEI at an event or conference
       1. These will be discussed further on January 30, 2023 DEI training
    6. ASA DEI prompt support
  - DEI Dashboard is still in progress, aims to connect CMC demographic data (internal or external is still up to debate); Susan may discuss with CMC once this is ready to deploy
  - All of the internships and other opportunities that Susan knows about are on the student and career opportunities page.

- **CIRES Rendezvous** (Man and Chuck)

  Nothing to report

- **Anonymous Feedback** (Lucia)
    - Anonymous entry summary – housing/WFH
    - Traveling to Texas for AMS

- **Fellows Committee Report** (Yelena)
    - Will be discussed during next meeting

- **Executive Committee Report** (Ryan and Molly)
    - Not covered

New Issues

- Covid & Travel - original inquiry from Molly, follow up from Lucia below:
  "**It is true that covid related isolation is no longer covered by CU** if you are in travel status (hotel, meals)? Please see the attached memo for the details. It looks like the only way to have it covered is if you purchase private trip insurance on your own, which is not an allowable expense on sponsored funds (i.e. it would be a personal cost to you and not reimbursed)."

  The memo referenced above says:
  Please review the below update regarding coverage of COVID-related quarantine costs while on university travel.

  Per University Risk Management (URM), the insurance URM purchases for business travelers only covers Covid quarantine costs if the person is medically mandated by a doctor to quarantine in a hospital under their supervision. URM has also updated its travel website to reflect the increased risk while on university-related travel.

  In addition, please review the following information:

  1. Travelers are advised that there is an inherent risk with university-related travel and COVID is no longer considered an unforeseen event. Travelers are responsible for assuming costs associated with COVID (i.e. quarantine related extension of hotel stay, meals, etc.).

     • Travelers can elect to obtain the URM insurance which would only cover quarantine costs under the circumstance mentioned above.
     • Some airlines and lodging companies offer travel insurance, which is not an allowable cost on sponsored projects

  2. Campus departments may choose to cover these costs from their own funding.

     • If departments decide to provide financial coverage for these expenses, it is preferred that non-general fund speed types are utilized.

  3. COVID costs continue to be unallowable on sponsored awards.

We are in the process of updating the Travel FAQ's to include the above information.

- Limited Unescorted Access for CIRES employees who are foreign nationals and working at NOAA: Does CIRES have any sway in this matter? (likely not but asking to be sure) I think the reasoning from a couple of years ago was "Covid." With Boulder County levels bouncing back up, seems like it could continue to be an excuse for NOAA to not do anything. (Supervisors are generally sympathetic but this is a pain for everyone)

- Bus situation for local commuting
The RTD express route FF2 has been temporarily suspended.
https://www.rtd-denver.com/services/flatiron-flyer

- New topics or concerns
  - How is vacation handled for scientists working under grants?
    - ANSWER from Lucia: Vacation time is charged to the grant you are currently working on when you take the vacation time regardless of what grant you were working on when it was earned. If you are splitting your time, it is distributed with your FTE on each project.
  - 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)
    - Answer from Lucia Harrop: This deadline is the end of the CU (State of Colorado) fiscal year. There is no possibility of moving this deadline. CIRES has no influence on this whatsoever.
  - *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!*
    - *ASA process and how it connects to merit - Lucia can offer a high-level explanation and Man and Gerard can clarify their concerns.*
  - CIRES supervisor 360 evaluation *(Not discussed today. Carry forward to the next meeting.)*
  - 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.)*

13:47 PM *Meeting adjourned*

Actions
  - Set up the next meeting for December 9, 2022
  - Lucia to contact CU Finance regarding COVID-related quarantine costs while on university travel. If Lucia does not hear back by November 28, 2022, will email Meg, Aleya, and Molly to take further action, potentially emailing Christine at CIRES so this can be communicated to CIRES employees.
  - Secretary to send out google form to vote on edits to OPA Guidelines, all to vote on this proposed changes