

CIRES Members Council Meeting

Minutes

Sept 18, 2023

11:00 AM -12:30 PM MT via Google Meet

Google Meet: <https://meet.google.com/vee-dwiy-cji>

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Y/N	CIRES Section	CMC Member	Role
Y	CSL	Yelena Pichugina	Delegate for Fellows Council Career Track Committee Rep
Y	CSL	Siyuan Wang	
Y	East Campus	Agnieszka Gautier	Secretary
Y	East Campus	Molly Hardman	Delegate for Executive Committee
N	East Campus	Tyler McIntosh	
Y	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Vice Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	
Y	GSL	Man Zhang	Rendezvous Chair
Y	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
Y	NCEI	Sam Califf	
Y	NCEI	Chuck Anderson	Rendezvous Vice Chair
Y	PSL	Hui Ding	
Y	PSL	Chesley McColl	OPA Chair
Y	SWPC	Kim Moreland	
	CIRES Section	Liaison	Role
Y	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role
Y		Becca Edwards	DEI Director

Meeting called to order: 11:05

Overview

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Reports

- **Secretary (Agnieszka)**
 - Nothing to report
- **Membership (Daniela)**
 - Kim Moreland has joined as SWPC rep!
- **DEI: Becca Edwards (formerly Ciancanelli) joining us; Daniela DEI Update**
 - [Introduction from Becca and outline of work \(Google Doc\)](#)
 - DEI Strategic Plan includes: 1. Inclusive workplace culture; 2. Seek, hire, and retain a diverse workforce; 3. Authentic partnerships
 - Able to receive newsletters for those interested in DEI at CIRES/CU; check out the google doc for more information.
 - CU Boulder Culture Survey did not initially include institutes. CIRES plans to roll out a survey from mid-October through early November.
- **Elections**
 - 2023 to 2024 Position nominees: [position descriptions](#)
 - CMC Chair: Aleya
 - Secretary: Jeff

- Rendezvous Chair: Chuck
- Membership Chair: Daniela willing to continue
- Fellows Delegate: Yelena (term ended June 2023)
- Executive Committee Delegate: Ryan
- Mentorship Chair: Jimena (*preference*)
- Mentorship Vice Chair (will be chair the following year): Chesley
- OPA Chair: Agnieszka

Still to fill:

- CMC Vice Chair (will be chair the following year):
- Rendezvous Vice Chair (will be chair the following year):
- For those relatively new but not brand-new, please consider serving!
- People willing to continue in their current role?
- Other nominations/people interested?
- Email Agnieszka with additional nominations by Oct. 6

• Chairs Report (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.
 - [Travel issue document](#). Meg & I will compile CMC feedback and follow up with Annie/Nikki as a smaller group first (also ask Annie about reimbursement for tea/coffee) and report back to the CMC. There are several considerations:
 - Personnel hours required
 - Universities in risk-averse mode following many federal audits/fines
 - How do things work at other places? (like NCAR)
 - CU news: 1. new CUPD chief, 2. new INSTAAR director, 3. E/O to become a center (we should invite Anna Gold to present to the CMC), 4. many CIRES trainings coming up
 - Do we want an additional rep from Admin? Or sub-divide more into groups (e.g. more than Main/East campus)?

• Travel Processes

- Feedback from Google doc – questions that would be useful to have answers to before we talk to Finance:
 - More details on a few items - contradictory advice, expenses originally deemed reimbursable not getting reimbursed. More evidence for assertion about likelihood of being bumped. Please look at [doc](#).
 - Please add any additional comments to the document by Wednesday, September 20.
 - Long wait times – is this still an issue?
 - Difficult to know extent of certain problems—if you see issues you’ve heard about listed by someone else, please add comment like “Also GSL”
 - We will inquire about how to provide Christopherson feedback
- CIRES Travel team response – Best practices for collecting feedback for admin units

- Great that we asked about positive things too – keep doing this when we collect feedback!
 - Written communications – agree on format and language beforehand.
 - Team should be given a heads-up
- **CIRES Rendezvous (Man and Chuck)**
 - Nothing new
- **Outstanding Performance Awards ([OPA](#)) (Chesley)**
 - Will have an OPA update for the September meeting; [Here](#) are the proposed updates to the OPA process.
 - Allow committee to select the number of awards in each category
 - Add an award for Service to CIRES employees (4 rather than 3)
 - Include a mention at Rendezvous of nominations/nominators/top inspiration nominations
 - Add additional guidance for nominators
 - Word count limit for overview
 - Tech support to change inside CIRES to show only available documentation
- **[Mentorship Program](#) (Jimena)**
 - The Mentorship Program has recruited Hui Ding, Youmi Oh, and Audrey Payne. Other members of the Committee are Ryan Cassotto, Hilary Peddicord, Sunil Baidar and myself. WE held our last meeting on September 11 and our next meeting is on October 2nd.
 - Mentor registration finished on September 15th with a total of 47 Mentors (30% federal employees). Mentee sign up starts today through September 29. Announcement at Town Hall.
 - We will be holding our kickoff event on Thursday October 5 with Coffee and Bagels in the atrium at the CIRES building, 9-10am.
 - Training: The High Performing Employee in a Hybrid World (Lauren Harris, Central HR, to confirm a date first 2 weeks of October if possible)
 - We need to vote for the Chair and vice-chair positions (need to be CMC members); will happen in October 2023.
- **HR programs, training and other career building opportunities (Update from Jimena and Lucia)**
 - [Employee Development training](#) coming up on October 25th (by Jimena Ugaz)
 - [Career track](#) and Promotion on November 6, 2023 (Christine Wiedinmyer and Jasmine Moore)
 - One-on-One training for supervisors (Jimena)
 - [Supervisor Best Practices](#) January 17, 2024
 - Performance Management - February 21, 2024
 - Crucial Conversations (May be offered to CIRES-only audience-15-hour full course)
- **Telework Subcommittee**
 - Nothing new – working on restarting meetings in October.

- **Fellows Meeting (Yelena)**
 - Nothing to report
 - Taking break for summer
- **Executive Committee Meeting (Ryan)**
 - A meeting was held on 9/14. Several items were discussed. However, per the latest [CMC Bylaws](#) (Article 6): *“The two delegates to the Executive Committee meetings are members of the committee who engage in the discussion as Representatives of the CMC. They are responsible for bringing CMC 5 perspectives and raising CMC concerns. Executive Committee meetings are confidential, and the two delegates do not report back to the CMC.”*
- **Honoraria (Ryan)**
 - No update
- **Anonymous Feedback (Lucia)**
 - Flex Friday request—not discussed, we will discuss at the next meeting (September)
 - Two more entries are pending review from SMT.

New Issues

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

- 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.
 - 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.
- **Issues with payment for indigenous and remote partners**
 - As a team we have had a lot of problems paying out our indigenous and remote partners which is problematic when trying to build relationships. Do other people struggle with this across CIRES?

Action Items

- Aga: Send document of recommendations for career advancement application to CMC for review.
- All CMC, please review [proposed OPA guideline changes](#). Need more time to discuss the idea of adding a new award called Administrative Service award.
- Did not get to Yelena and below. Will start there next time.

12:31 PM Meeting adjourned