

CIRES Members Council Meeting

Minutes

August 21, 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
N	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	
N	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Vice Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	
N	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
N	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
	CIRES Section	Liaison	Role
Y	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role
Y	NOAA	Kari Bowen	
Y	IT	Rachael Fritchie	
Y	NSIDC	Chris Pappas	

11:05 Meeting called to order

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Reports

- **Secretary (Agnieszka)**
 - Nothing to report
 - Travel issues for CIRES-NSIDC employees discussed in detail below
- **Membership (Daniela)**
 - Hazel stepped down in May 2023; new SWPC representative needs to be determined. Kim Moreland expressed interest.
- **Kari Bowen Intro and Chairs Report (Kari, 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.
- **Recap – Preserving CMC Google Docs (Meg)**
 - CMC Google account for important Google docs: cirescmc@colorado.edu
 - Currently these credentials are in LastPass and available to CIRES IT.
 - Going forward, when someone leaves CMC they should make sure any important documents they own are also transferred to CIRES IT owner.
 - CMC has decided to continue using Google Docs since files are not that large.
- **CIRES Rendezvous (Man and Chuck)**
 - Recap

- Survey results are available but not reviewed.
- Looking ahead to 2024
 - Shall Rendezvous transition to a more heavily vegetarian and vegan menu?
 - Need to find out post survey what people are thinking
 - Need to include diet preference in RSVP to have an accurate count
 - How should food be presented so there is enough for restricted diets, but also communicated well enough for people to be aware?
 - Would just increasing the options help?
 - Decide on the production level for the remote participation option well ahead of time.
 - Poster organization from CIRES divisions to thematic areas (10-12ish) decided on by the CMC.
- **Telework Subcommittee**
 - Working on finding a new meeting date and time; will restart meetings in Sept.
 - Need to figure out if hybrid/telework is a major issue across CIRES.
 - Organize best practices for hybrid/telework.
 - Can subcommittee expand beyond CMC members?
- **Outstanding Performance Awards ([OPA](#)) (Chesley)**
 - Will have an OPA update for the September meeting; I need to get feedback from the OPA committee, and send that request out this week 8/21.
- **[Mentorship Program](#) (Jimena)**
 - The Mentorship Program has recruited Hui Ding, Youmi Oh, and Audrey Payne.
 - We met in June and July to update monthly email communications and worked with IT to update the website and add pictures of new members.
 - We are working on putting together an in-person kick-off event, which will take place in late September or October: securing funds, finding venue, defining format, etc.
 - Our next meeting is on 8/23.
 - We need to vote for the Chair and vice-chair positions (need to be CMC members); will happen in October 2023.
 - Mentor sign up Sept 5 to 15, 2023; Mentee sign up Sept 18 to 29, 2023.
- **Travel Processes (Sam, Aga)**
 - Adding seat assignments (Sam)
 - [PSC Procedural Statement: Travel](#)
 - Flight seat assignments are not necessarily covered for travel
 - Subjective reimbursement
 - Travel risk - without a seat assignment, you are the first to lose your spot if there is an overbooked flight
 - Can we update the policy so seat assignments are a standard part of travel expenses?
 - Not all airlines offer seat assignments like Southwest. Specific to airlines.
 - How new is this policy?

- According from CU Finance Team: You can request beforehand for a seat assignment if it costs less than \$50. Put this in your request form.
 - A long flight of 14 hrs or more is “allowed” to have a seat assignment reimbursement.
 - This should be elevated beyond CIRES.
 - Baggage fees are reimbursed.
- Other travel concerns (Aga)
 - Confusion with the Fly America Act, especially when a US Airline is paired with an International Airline (e.g., a United flight run by AirCanada vs an AirCanada flight run by United).
 - Travel expenses that are approved, but then denied at the reimbursement stage.
 - Reimbursement checks that have not been received weeks later, with no way to track them.
 - Challenges arranging last-minute travel for meeting participants who are not in the system and cannot quickly be added to the system.
 - Extremely time-intensive policies that require staff to fill out paperwork with similar information multiple times, and coordinate between supported travelers, CIRES travel, and Christopherson Travel with multiple back-and-forths to get travel and flights approved.
 - Difficulty with Christopherson travel either not finalizing a booking (requiring multiple call-backs and inquiries to make sure the booking is completed), providing an incorrect quote for a booking, and providing incorrect information about the Fly America Act (see above)
 - The policy limiting personal travel when booking travel for work is hard for families that live abroad or far from family.
- Requests:
 - Better systems for booking travel and completing reimbursements, ideally using a single system that would minimize the need to fill out forms multiple times, and that would save information from previous meetings for supported travelers..
 - Clear documentation that addresses discrepancies between CU’s travel reconciliation instructions and insideCIRES instructions.
 - Clear guidance to prevent the common mistakes that CIRES travel gets from travelers.
 - Training from CIRES Travel for all staff about how to work with the CIRES Travel system and Concur.
 - Assigned seats should be reimbursable.
 - Need to document what is working and what has been improved.
- Meg will create a document to summarize all these concerns, and then decide who to meet with to elevate these concerns.
- **HR programs, training and other career building opportunities**
(Update from Jimena and Lucia)
 - Career Track training coming up in October (date TBD)
 - 2023-24 Training schedule will be more formalized after ASA season is concluded. Some trainings we envision for the fall are:
 - Career development and planning for all employees
 - The Recruiting and Hiring Process for supervisors

- **Diversity, Equity, and Inclusion (Daniela)**
 - Becca Ciancanelli hired as CIRES DEI Director
- **Fellows Meeting (Yelena)**
 - Nothing to report
 - Taking break for summer
- **Executive Committee Meeting (Ryan)**
 - EC breaks for summer
- **VISA issues (Siyuan)**
 - As a result of discussion with HR and Janet, meeting will be held to discuss Visa procedures. Issue resolved for now.
- **Honoraria (Ryan)**
 - No update
- **Anonymous Feedback (Lucia)** All entries are posted and have been emailed to the committee.
 - Flex Friday request—not discussed, we will discuss next meeting.

New Issues

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

- Caremark/CVS pharmacy change – negative impacts for CIRES employees? (Meg)
 - Gathering concerns and signatures to give to CU Benefits Office.
- 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.

Action Items

- Need to double check that the CMC mailing list is updated.
- Meg will create a document that summarizes all travel concerns, and will share with CMC. Then CMC needs to decide how to elevate.
- Send document of recommendations for career advancement application to CMC for review. Wait until Thursday, August 24, 2023.

12:36 PM Meeting adjourned