

CIRES Members Council Meeting

Minutes

Oct 16, 2023

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

Google Meet: <https://meet.google.com/vee-dwiy-cji>
(US) +1 502-443-0399 PIN: 491275827#

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
N	East Campus	Molly Hardman	Delegate for Executive Committee
Y	East Campus	Tyler McIntosh	
N	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
N	NCEI	Sam Califf	
N	NCEI	Chuck Anderson	Rendezvous Vice Chair
N	PSL	Hui Ding	
Y	PSL	Chesley McColl	OPA Chair
N	SWPC	Kim Moreland	
	CIRES Section	Liaison	Role
Y	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role
Y		Nikki Joy	CIRES Finance/Travel
Y	PSL	Adam Schneider	
Y		Anna Fudale	CIRES Finance/Travel
Y		Kelly Carignan	
Y	GSL	Guoqing Ge	

11:05 Meeting called into order

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Reports

Secretary (Agnieszka)

- Elections will be held this week, with voting Oct. 17-24. See [Elections](#) section for nomination list.

Membership (Daniela)

- Kim Moreland has joined as SWPC rep!
- When a position is open, anyone interested in the position is welcome to join and will be voted on. Membership is not first come, first serve and if more than one person is interested in filling the position, representation will be considered and discussed in a meeting. Members should not be selecting who fills their position, rather inviting anyone from their group to take their spot when they leave. If anyone is interested in joining please invite them to the meeting or ask them to email me at daniela.pennycook@colorado.edu.

Fellows Meeting (Yelena)

The meeting was held on Sep. 21, 2023 and discussed.

Executive Committee Meeting (Ryan)

A meeting was held on 9/14 and discussed.

CIRES Travel (Annie Fudale and Nikki Joy visiting)

Review of questions and feedback collected by CMC
[Link](#) to document summarizing Meg/Aleya discussion with Annie/Nikki

Elections

2023-24 Nominations for Elected Positions:

- Chair: Aleya Kaushik
- Vice Chair of CMC (will be chair the following year): Daniela Pennycook
- Secretary: Jeff Duda
- Rendezvous Chair: Chuck Anderson
- Rendezvous Vice Chair (will be chair the following year): Kim Moreland
- Membership Chair: Molly Hardman
- Fellows Delegate: Yelena (term ended June 2023)
- Executive Committee Delegate: Ryan Cassotto
- Backup Delegate: Meg Tilton
- Mentorship Chair: Jimena Ugaz
- Mentorship Vice Chair (will be chair the following year): Chesley McColl
- OPA Chair: Agnieszka Gautier

Chairs Report (Aleya and Meg)

- Reimbursements and stipends
- Upcoming: Town Hall, Culture Survey, “Science bytes”, Distinguished Lecture
- Do we want an additional rep from Admin? Or sub-divide more into groups (e.g. more than Main/East campus)?
- Best practices for collecting feedback for admin (and other) 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

DEI (Daniela)

- Culture Survey - Town hall there will be a link with FAQ and info.
 - Oct 23 survey will go out and open until Nov 11
 - <https://ciresblogs.colorado.edu/cires-admin/2023/10/11/institutes-culture-survey/>
 - More info: <https://cires.colorado.edu/about/diversity>
- DEI Newsletter and Community of Practice
 - Sign up and share w/ your clusters: <https://lp.constantcontactpages.com/sl/N7AVGtL>

- From Aleya (could be a discussion topic for another day or only for those folks interested in DEI work): I'm curious about how we evaluate employees' DEI participation in general. I know it's part of the ASA but is it valued by supervisors?
 - Training in spring 2024 will take place to help people know how and what to include for DEI on ASAs.

CIRES Rendezvous (Man and Chuck)

Nothing new

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

- Will have an OPA update for the November 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 had their kick-off breakfast on October 5th with 30 people in attendance. About 1/3 of the group. Waleed, Becca Edwards, Katy Human and the Mentoring Program committee were also in attendance.
- We are sponsoring a training for all of CIRES: How to be a High Performing Employee in a Hybrid World (Lauren Harris, Central HR, is on October 18th, from 1-2. Offered virtually).
- We are recommending first meeting between Mentor and Mentee takes place by tomorrow 10/17.

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 is available; reach out to Jimena if interested.
- [Supervisor Best Practices](#) January 17, 2024
- Performance Management (best for supervisors) by Central CU HR - February 21, 2024
- Crucial Conversations: Will be offered to **CIRES employees only**, for 16 hours, free of charge/ March 4th- 7th, from 9-1pm. In-person/ Room to be confirmed.
 - Registration details to come; will require registration before new year.

Telework Subcommittee

Nothing new – working on restarting meetings in late October.

Honoraria (Ryan)

- No update (Sadly, no update. I apologize. I've been overcommitted as of late but will work to resolve this soon).

Anonymous Feedback (Lucia)

Four new entries and responses posted.

New Issues

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

- 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 (Daniela)
 - 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: contact CIRES Finance to figure out whether the obstacle is a CIRES one, CU one, etc.

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.
- Have CIRES Travel review feedback document and disseminate to clusters.

12:30 PM Meeting adjourned