

CIRES Members Council Meeting

Minutes

Nov 20, 2023 11:00 AM -12:30 PM MT via Google Meet

Google Meet: <https://meet.google.com/vee-dwjy-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	
	East Campus	Agnieszka Gautier	OPA Chair
Y	East Campus	Molly Hardman	Membership Chair
Y	East Campus	Tyler McIntosh	
	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	Secretary
	GSL	Man Zhang	<i>End of 1st 3-year term</i>
Y	Main Campus	Ryan Cassotto	Delegate for Executive Committee
Y	Main Campus / IT	Meg Tilton	Backup Delegate
Y	Main Campus/HR/Adm	Jimena Ugaz	Mentorship Chair
Y	Main Campus/ E&O	Daniela Pennycook	Vice Chair
Y	NCEI	Sam Califf	
Y	NCEI	Chuck Anderson	Rendezvous Chair
	PSL	Hui Ding	
Y	PSL	Chesley McColl	Mentorship Vice Chair
Y	SWPC	Kim Moreland	Rendezvous Vice Chair
	CIRES Section	Liaison	Role
N	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role
Y	Admin	Waleed Adlabati	CIRES Director
Y	GSL	Guoqing Ge	New GSL rep

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Meeting called to order: 11:02

Reports

- **Waleed address**
 - Waleed would like a few minutes with the CMC to discuss a new initiative that he, the Executive Committee, and the Fellows have been working on to diversify and increase the number of CIRES Fellows. The impacts of the selection are, I believe (Ryan), of interest to the broader CIRES community; thus, Waleed has volunteered to discuss next steps and general overview of the process.
 - Many details were discussed, but one of the leading motivations was to make the makeup of the Fellows group more representative of CIRES overall, especially considering the nature of the professional appointments (soft-money, DSRC-based, etc.), as well as areas of expertise of Fellows members. Also, it was mentioned that some issues regarding an implicit bias toward those most familiar to the existing Fellows in the current-selection procedures will be addressed.
 - The plan is to add a few at a time so that future iterations of the Fellows make-up are influenced by new additions. Initial goals are to add more representation from DSRC, those on soft money, and civil servants.
 - Selection is currently mostly internal. There are not term limits for Fellows, but Fellows are subject to a review and a vote for reappointment every five years

(with the exception of their first term, which is for only two years). This does limit the opportunities for adding new Fellows.

- Thoughts from CMC on how to engage the CIRES community more broadly in this process? Waleed would like to keep this process as transparent as possible while preserving the confidentiality of potential candidates during the process.

- **Secretary (Agnieszka & Jeff)**

- Jeff has assumed the role of secretary.

- **Membership (Daniela & Molly)**

- Molly Hardman has taken on the role of membership chair!
- Welcome Guoqing Ge - NOAA Affiliate; interested in joining. Intro & vote (GSL) 14 Y votes - voted in! Welcome, Guoqing!
- “Approving a CMC Representative candidate requires a majority vote of existing CMC Representatives present at said meeting, provided a quorum is present.” (Recall: “A quorum shall consist of a simple majority of the committee members”)

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

- [Here](#) are the proposed updates to the OPA process.
 - Allow committee to select the number of awards in each category
 - At present, there exists no specific guidance in this matter. Traditionally, Waleed communicates the availability of funding for six awards, which have been evenly distributed between the realms of Science and Service. However, situations may arise where exceptional candidates prevail in one category over the other. It would be advantageous to grant the committee the empowerment to exercise discretion in the allocation of awards, allowing for a nuanced decision-making process. Should the selection process notably favor one category due to an abundance of standout candidates, enabling the committee to allocate four awards to that category and two to the other would be a judicious approach.
 - Add an award for Service to CIRES employees (increase likelihood of IT/Admin award)
 - Instead of introducing an additional award, consider Ryan’s suggestion of the incorporation of a nuanced rubric within the Service category. This rubric could allocate full scores to IT/Administrative contributions, Service to CIRES, while not attributing the same weight to contributions within the Service to Science, and conversely, revise the rubric for Service to Science to potentially receive full scores, while those for Service to CIRES would not garner the same weight. This approach would delineate a balanced framework that acknowledges and values distinct contributions within both domains.

- Include a mention of the top inspiration nominations
 - Many of the nominations are truly inspirational but they don't win the award... If they get 5/5 for inspiration it would be nice to give them a shout out at Rendezvous.
- Add additional guidance for nominators
 - Encourage nominators to be specific and detailed when describing the nominee's accomplishments, citing specific projects, initiatives, or actions that demonstrate exceptional performance.
 - Highlight the impact of the nominee's contributions. Describe how their work has positively influenced the organization, team, or community, emphasizing tangible outcomes and results.
 - Support Letters from various stakeholders, allowing for a comprehensive view of the nominee's performance. This might include peers, supervisors, team members, or clients who can provide diverse insights.
 - Request evidence or metrics supporting the nominee's achievements wherever possible. Tangible results or measurable impacts strengthen the nomination's credibility.
 - Word count limit for overview
 - Implementing a word count limit for the overview serves a crucial purpose in streamlining the nomination process and enhancing the effectiveness of the committee's decision-making. Often, nominators tend to include an extensive portion of the nomination content within the overview section, inadvertently making it cumbersome for the committee to distill and summarize crucial information.
 - By setting a concise word limit, such as 300 words, for the overview, we aim to facilitate a more focused and impactful presentation of the nominees' key achievements. This constraint encourages nominators to encapsulate the most pertinent and distinguishing aspects of the nomination, thereby aiding the committee chair in crafting a succinct and comprehensive overview for Waleed.
 - This strategic limitation not only eases the burden on the committee chair but also emphasizes the necessity of precision and conciseness in highlighting the nominees' exceptional contributions. It ensures that the overview serves its intended purpose of providing a clear and concise snapshot of the winners' accomplishments, aiding efficient communication and informed decision-making.
- Tech support to change inside CIRES to show only available documentation, and send a warning, or inform the nominator that the filenames can only be x characters long

- **Chairs Report (Daniela and Aleya)**

- Meeting with Christine 11/15
- Reimbursement for coffee/tea with clusters is challenging due to the “no food” rule at NOAA. Annie is working on writing up something official about food/snacks
- Probably no stipend increase for CMC members under the current justification - Christine will follow up if there is an opportunity to change the justification to effort
 - Stipend to help attract younger scientists
- Did anyone receive feedback on the Travel FAQ? Do clusters outside of NSIDC still have concerns?
 - FAQ on the InsideCIRES website?
- Reviewing cluster counts and unit definitions (mostly for main campus)
- Update your profiles on the new website!
- Christine is happy to chat about career track with folks
- Christine leading an early career workshop and will share links to development resources

- **DEI (Daniela)**

- Reminder to invite your clusters to the monthly community of practice meeting. The meeting is open to everyone and people should feel welcome to come late, leave early and engage however they can with the group. First Community of practice meeting had 11 participants. Next meeting is on Dec 8 1-2pm. The meeting will continue the discussion about community care and boundaries to navigate burnout, and then we will work on group norm.
- Dashboard Update - Do we feel strongly about needing a dashboard? Problems in getting the “live snapshot” of demographics for CIRES. Would the effort be better spent on workshops, speaker events, training, and would annual reports suffice for reporting on demographics and ongoing DEI programming at CIRES?
 - Example dashboard: <https://www.colorado.edu/dei/survey-results/campuswide-dashboard> (Issue: filters and not intuitive; discussion to remove)
 - *CMC response: annual reports will suffice, especially if the data is as good/better than that on the dashboard*
- Culture Survey update: ~ We got 352 responses to the Culture Survey, which is a 42.2% response rate. Last week, we were told that the RIO-wide (all institutes) response rate was 29%. Does anyone have feedback? Becca is compiling feedback from other institutes. Please email her
- DEI in the ASA Question: “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?”
 - The DEI ASA section helps guide the DEI programming CIRES offers
 - Training in spring 2024 will take place to help people know how and what to include for DEI on ASAs.

- Becca can share the DEI report from the ASAs
 - 50% of employees at CIRES are doing DEI work in their job (great response)
 - Will stay in the mandatory section but should not be used in evaluation because it is not part of people's job description
 - Teams can schedule Becca to facilitate training and help teams understand how to incorporate DEI work into the workplace with a focus on doing the work “at home” rather than going out and doing “extra” DEI work.
 - Tyler taking on this role moving forward
- **CIRES Rendezvous (Chuck & Kim)**
 - Start thinking about topic areas for grouping posters at the 2024 Rendezvous
 - Get thoughts from people in your clusters on topics
 - How many topics do we want?
 - The goal is to have topics set by March 1st
- **Mentorship Program (Jimena)**
 - The Mentorship Program’s election results are as follows: Chesley McColl will be serving as Vice-Chair and Jimena Ugaz will be serving as Chair through the end of October 2024. Other committee members are Ryan Cassotto, Hilary Peddicord, Sunil Baidar; Audrey Payne, Youmi Oh and Hui Ding.
 - Mentoring Program participants will receive stand alone notifications about upcoming training sponsored by CIRES HR.
 - Mentors and Mentees will continue to receive suggested topics of discussion through May of 2024.
 - The Committee plans to meet in mid-December to welcome new members, discuss the mid-point survey, and possibly an outing or other sponsored activity in the Spring of 2024.
- **HR programs, training and other career building opportunities (Update from Jimena and Lucia)**
 - Professional Development [training](#) took place on October 25th (by Jimena Ugaz)
 - [Career track](#) and Promotion took place on November 6, 2023 (by Christine Wiedinmyer and Jasmine Moore)
 - One-on-One training for supervisors is available; reach out to Jimena Ugaz directly if interested.
 - [Supervisor Best Practices](#) will be delivered by the HR team on January 17, 2024
 - Performance Management (all are invited, but is focused on supervisors duties) will be offered by Central CU HR - February 21, 2024
 - Crucial Conversations: Will be offered to **CIRES employees only** (16 hours, full course), free of charge (a \$250 value per person). This will be March 4th- 7th,

from 9-1pm, in-person/ Room to be confirmed. Please take this survey if you haven't already about possible interest:

- <https://docs.google.com/forms/d/e/1FAIpQLSdtf14UuGoxaetWQ79iAsT3C4FsKxFqehJZ2CFyE22W8281Eg/viewform>

(If issues with the link, please email Lucia directly)

- **Telework Subcommittee**

- Nothing new
- Chuck needs to step down from leading this subcommittee. Anyone else interested?

- **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

- (Meg/Lucia/Gaby) Plan for an update from Angela/Christine in Dec/Jan on issues surrounding equity and pay/raise structure (see this [FAQ from Oct 2022](#) and [blog post from Dec 2022](#)).
- (Meg/Aleya) Issue with outlook vs google calendar invites for CMC meetings
- (Lucia/Daniela/Aleya/Meg) New employee on-boarding: how best to include an introduction to the CMC/ reps?
 - Used to be that cluster reps would reach out to new employees within their first month to introduce themselves and the CMC
 - Proposal: cluster reps receive information from HR about new hires* and either reach out to schedule a 1-on-1 meet-and-greet, or have an informal tea/coffee (could be virtual) and invite new/all members to attend (about once a month or every other month?)
 - * Emails to the CMC about new CIRES employees are being reinstated
- (Aleya/Christine/Lucia/Meg) Do we want an additional rep from Admin? Or sub-divide more into groups (e.g. more than Main/East campus)?
 - e.g. currently Main Campus (139) includes Admin (63), E&O (27) and others.
 - Aleya will organize a meeting the week of Nov 27th to discuss this further
- (Daniela) 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: contact CIRES Finance to figure out whether the obstacle is a CIRES one, CU one, etc.

- Finance responded quickly and shared information with CIRES employees

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.
- Membership issue being shared in email by Aleya.

12:34 PM *Meeting adjourned.*