

CIRES Members Council Meeting

Minutes

Dec 18, 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
N	CSL	Siyuan Wang	
Y	East Campus	Agnieszka Gautier	OPA Chair
Y	East Campus	Molly Hardman	Membership Chair
Y	East Campus (SEEC / EarthLab/ESIL)	Tyler McIntosh	
Y	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	Secretary
Y	GSL	Guoqing Ge	<i>New GSL rep</i>
N	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
Y	PSL	Hui Ding	
Y	PSL	Chesley McColl	Mentorship Vice Chair
Y	SWPC	Kim Moreland	Rendezvous Vice Chair
	CIRES Section	Liaison	Role
Y	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role
		Kelly Carignan	

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Meeting called to order: 11:01 AM

Reports

Check in about future meeting times - does this time/day of week still work for everyone?

Daniela will control the calendar invites and Meet/Zoom links going forward.

- ***Third Mondays are fine except Jan/June will be 4th Monday***

- **Secretary (Jeff)**
 - No notes
- **Membership (Molly)**
 - No updates
- **Outstanding Performance Awards ([OPA](#)) (Agnieszka)**
 - Need two CMC members to join the OPA committee + please solicit 3 other members from non-represented clusters + 2 alternates.
 - Timeline has been created and sent to Lornay.
 - Suggested edits made to CIRES information site regarding the importance of support letters prior to nomination.
 - Not sure where we left off with updates so leaving below.
 - Based on feedback from CMC meeting, OPA will be adding an ADMIN category.

- [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.
 - 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

- **Fellows Meeting (Yelena)**

- No updates

- **Executive Committee Meeting (Ryan)**

- No Executive Committee Meeting this month (December)
- Next meeting scheduled for February

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

- No Dec meeting with Christine, next meeting in Jan
- CMC Stipends - she has asked for more information to justify any proposed increases

- **DEI (Tyler)**

- *[Notes to bring back to Becca]*
 - CMC agrees that an annual report fits with these goals and would be a better use of time/effort
 - CMC would appreciate being able to provide feedback on what is included in the annual report (whenever that time comes around)
- *[Discussion points]*
 - Dashboard -> Annual report update
 - CMC had questions about:
 - Reporting requirements - No needs for NOAA, CU we are required to do their surveys. Funding, uncertain, figuring that out, but highly unlikely it would require real-time data
 - Overarching goal of either annual reports or dashboard: 1) You want people who apply to the organization to know what they are applying to (can get this from an annual report), and 2) a mechanism for tracking progress and

being held accountable (can also get this from an annual report)

- Annual report content
 - Goals, evaluation of how programming and initiatives are contributing to that
 - Tracking & accountability towards goals over time
 - Changes in demographics
- Slight strategic plan change
 - Expanded Authentic partnerships - originally written to focus on MSIs (minority serving institutions). This needs to be more about how we engage with communities. Re-wrote this to be about more than just recruitment. Will be explained more during upcoming sessions for anyone interested
- *[Updates to read]*
 - Upcoming events & initiatives
 - Sessions for understanding DEI strategic plan & ASA DEI question (<https://cires.colorado.edu/events/cires-dei-program-information-session>)
 - Two talks from James Rattling Leaf
 - CIRES: <https://cires.colorado.edu/events/utilizing-cultural-intelligence-advance-tribal-engagement-and-partnerships>
 - NOAA Only: <https://cires.colorado.edu/events/utilizing-cultural-intelligence-advance-tribal-engagement-and-partnerships-noaa>
 - Early career workshop series w/ certificate
 - Trainings from Becca that teams can request (feel free to ask Tyler or Becca for more information)
 - Group norms (1hr) - flag for leadership, she will reach out about this, could be good for CMC
 - Setting DEI goals: How to set reasonable goals, evaluate, and have a feedback cycle. Doing DEI in a sustainable way rather than as a checklist
 - In the future: more work with research teams talking about impact on society (bigger leap for most people). Build some intentional content there.
- *[Standing reminder]*
 - Invite your clusters to the Inclusive Community of Practice (ICoP) monthly meeting ([see events page](#)). The meeting is open to everyone and people should feel welcome to come late, leave early and engage however they can with the group. There is also an [ICoP team on teams](#).

- **CIRES Rendezvous (Chuck & Kim)**

- 2024 Poster thematic areas
 - Meg created a [Google sheet](#) (thanks Meg!)
 - Anyone with the link should now have edit privileges
 - Please add ideas to the sheet asap
- Summary of 2023 Rendezvous feedback survey (70 responses)
 - Attendance
 - 97% attended in person
 - “Worked well” and “Being able to participate virtually was very appreciated” from the 2 virtual participants
 - Flash talks
 - Universal positive response on flash talks
 - One request for wider representation to include NOAA/CIRES projects and another to broader topics
 - State of CIRES
 - 88% Extremely satisfied or moderately satisfied
 - What people would like to hear / feedback
 - Opportunities for cross-disciplinary work within CIRES
 - Discussion of future directions and goals of the institute....where CIRES is going.
 - A wider cross section of science activities at CIRES
 - Awards too long
 - Food
 - 86% Extremely or moderately satisfied
 - 9% slightly or moderately dissatisfied (no extremely dissatisfied)
 - Several comments about difficulty in finding vegan & vegetarian options...but also several comments complimenting the quality of the non-meat options
 - Several comments about the use of disposable plates and utensils
 - One suggestion for a “pasta bar”
 - Poster session
 - Numerous comments echoing our idea to organize by theme instead of division
 - Numerous “too crowded” comments
 - One suggestion to have two time slots
 - Posters too technical

- **[Mentorship Program](#) (Jimena)**

- The Mentoring Program will meet this week to discuss:
 - Introduce ourselves to our Vice-Chair Chesley McColl
 - Discuss mid-year survey
 - Plan a spring activity or outing

- Mentors and Mentees will continue to receive suggested topics of discussion through May of 2024.
- **HR programs, training and other career building opportunities** (Update from Jimena and Lucia)
 - 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)
 - DEI in ASA session on Jan 10th
<https://cires.colorado.edu/events/cires-dei-program-information-session>
- **Telework Subcommittee** (Chuck)
 - Nothing new
 - Chuck needs to step down from leading this subcommittee. Anyone else interested?
 - We will dissolve this subcommittee going forward, but keep asking clusters for any feedback regarding telework and ways we can help (if possible)
- **Honoraria** (Ryan)
 - This will be resolved and I will provide an update by our next meeting (Jan 2024).
- **Anonymous Feedback** (Lucia)
 - No new entries as of 12/11
 - Please review all entries up to December 2023

New Issues

- (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.
 - Meg, Lucia and Aleya met to discuss new cluster organization and development of tools to generate automatic cluster counts and get accurate groupings for campus clusters.

- Create 3 clusters for “Main Campus”: Admin, E&O and Campus research - to discuss
- We should get numbers for East campus as well
- (Meg/Lucia/Gaby) Please see CIREs Admin blog post dated 12/05 for recent updates on the Compensation project and other relevant links.
- (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

Action Items

- New OPA Admin award category approved by CMC, Aga will send information to Waleed and others
- Aga: send email requesting participation in OPA
- Meg/Lucia/Aleya: follow-up on Main and East campus numbers division

Meeting adjourned at 12:21 PM