

# CIRES Members Council Meeting

## Minutes

**Mar 18, 2024 11:00 AM -12:30 PM MT** via Google Meet

Google Meet joining info

Video call link: <https://meet.google.com/kha-kzor-pyn>

Or dial: (US) +1 470-228-6647 PIN: 373 757 808#

### Attendance

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	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
N	GSL	Guoqing Ge	
N	Main Campus	Ryan Cassotto	Delegate for Executive Committee
Y	Main Campus / IT	Meg Tilton	Delegate for Executive Committee
Y	Main Campus/HR/Adm	Jimena Ugaz	Mentorship Chair
Y	Main Campus/ E&O	Daniela Pennycook	Vice Chair
N	NCEI	Sam Califf	
Y	NCEI	Chuck Anderson	Rendezvous Chair
Y	PSL	Hui Ding	
N	PSL	Chesley McColl	Mentorship Vice Chair
Y	SWPC	Kim Moreland	Rendezvous Vice Chair
	<b>CIRES Section</b>	<b>Liaison</b>	<b>Role</b>
Y	ESRL	Lucia Harrop	Administrative Liaison
	<b>CIRES Section</b>	<b>Guest</b>	<b>Role</b>

# Overview

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*Meeting called to order: 11:02 AM*

## Reports

**Quick note:** CIRES t-shirts OR hats for the CMC! The black are men's and the grey are women's (they run small, so should order a size up). If we want these in time for Rendezvous we'd need to opt for hats.



Hats were selected based on broad plurality of support among CMC members. Apparel is not purchased - it is *given* to CMC members!

- **Secretary (Jeff)**
  - Have lost access to CMC Secretary's Folder and thus lost access to resources for posting meeting events/minutes on website.

- Agnieszka had accidentally restricted access to many folders for the purpose of keeping the OPA folder safe. She will restore access.
- Can include call for RUNdezvous course marshals with monthly meeting minute email

- **Membership (Molly)**

- Molly: looking at membership timeline for people coming up for service. She is reviewing that.
- Aleya/Molly will follow up about CMC folks whose tenure is coming to an end
  - Check in with Sam, Chesley, Jimena about a month before their term expires (Aleya spoke to Jimena already and she wants to stay through October atleast)

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

- Proposed changes to the amount of awards given and wording. Leaving it up to the OPA committee to decide annually based on submissions.
  - Want to state in general that we have up to seven awards to distribute in the following categories.
- Waleed approved eight this year and has sent out the notifications.
- Will prepare a folder for CIRES Comms. of winners.
- Need to be more proactive in getting researchers to submit nominations. Only had three submissions this year.
  - Need to be giving away more science awards (rather than the domination of “service” awards we have been giving recently); we are a scientific institution, after all.
- Committee will meet again in April to review the rubric for service awards - distinguish between manual labor-service and administrative service
- Discussion on increasing OPA nominations:
  - Send more reminder/encouragement from reps; make sure Waleed sends out a reminder; pre-emptive reminders (before the announcement goes out?)
  - Can we extend the deadline to nominate at least a week?
  - Lucia: semi-open application windows throughout the year (submitting at any time rather than being forced to wait until a specific time; this can be a problem if someone is doing quality work just after the OPA deadline)
  - Chuck: extensions on application period should happen at the “front-end” (initial window time for submitting applications) since the hard deadline for finalizing OPAs is having the award plaques ready by Rendezvous.
  - Span of service questions: is award only appropriate for work done in the past year or so or can awards be given or longer-term, consistent, quality service (“lifetime of service” award)?
  - Publicity issue for nominees who don’t win an award: even being nominated is seen as laudable/positive. Do we inform nominees if they

didn't win? Institutional preference for constructive criticism over positive feedback - fears of upsetting a nominee who didn't win.

- Cash-in-a-flash: <https://insideciRES.colorado.edu/policies/awards.html>  
(scroll partway down)

- **Fellows Meeting (Yelena)** [due to Yelena's absence, items were not discussed in detail]

- Scientific presentation by Matt Shupe: "Unraveling the secrets of cold climate processes"
- Strategic Plan and Update and next steps by Maggie Tolbert
- What are "Strategic Imperative (SI) Champions"?
- CIRES employees who have an interest in the CIRES Strategic Plan Implementation
- 1-year commitment
- Co-chairs for each SI committee (one campus representative, one DSRC) and committee members
- Waleed will send out an email soon outlining this initiative.
- Visiting Fellow recommendations and voting
- The Future of C- SEF by Matt Burgess

- **Executive Committee Meeting (Ryan and Meg)**

- No Executive Committee Meeting this month (March)

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

- Next meeting with Christine will be March 28
- Does anyone have any specific questions we should take to the SMT? (e.g. following the Town Halls)
- Can CMC members be informed about engagement/culture survey results at the cluster level?

- **DEI (Tyler)**

- *[Discussion points from Becca]*
  - Clarifying culture survey vs engagement survey
    - Last time there was some confusion over making survey information available. There are two surveys, the Culture Survey and the Engagement Survey.
      - **Culture survey:** When CU shares the results of the Culture Survey with Becca Edwards (they have not as of March 5th), then she will communicate a plan for sharing

those results. CIRES has the second highest response rate among CU institutes.

- **Do we have any suggestions for the best way to disseminate the information across CIRES?**

This information will be provided in a DASHBOARD format

- Culture website page on insideCIRES is a bit dated
- **Engagement survey:** Angela Knight is available for any questions related to the Engagement Survey. Please feel free to reach out to her directly. She did participate in some of the Leads presentations to their own units and some of these for the NOAA labs have already taken place.
- Information granularity differences between the two survey types.
- Shared in town hall
- Shared with supervisors with 5+ supervisees
  - Encouraged to talk through results with their teams, but this was not required
- CMC should be more engaged in this process?
  - Gaby reach out to Angela, point out that CIRES lead presentation did not occur, would like to see the communications around this
  - Possible to also do groupings by cluster, not just supervisor groups?
- Short brainstorm: **How do we continue DEI work in our units?**
  - Becca is a bit resistant to guest speaker events sometimes; does anyone actually follow up on these events and change behaviors or approaches?
    - E.g., have speakers come back and do targeted discussions with different groups?
  - ASA as a moment to reflect
  - What else would be helpful???
- *[Discussion to bring back to Becca]*
  - Old culture survey page - update or remove?  
<https://ciresdiversity.colorado.edu/culture>
- *[Standing reminders]*
  - People can sign up for the DEI Newsletter [here](#).
  - Early career series on Equity-Focused Dialogic Skills (certificate of completion available). [Website & sign up here](#)
  - 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](#).
  - [Upcoming events](#) & initiatives

- 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.

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

- Abstract submission portal remains open (five submissions so far)
- Poster titles and abstracts due by Friday, April 19.
- Committee reaching out to Waleed on getting tent extension to ease poster session crowding – cost is \$6,000.
- Committee working with UMC catering on a pasta bar for meal
  - RSVP this year will contain food preference question
  - Mix of vegetarian and meat sauce options for main serving lines
  - Gluten free and vegan options would be in separate line
- RUNdezvous plans moving forward
  - 14 course marshal volunteers needed for this 8-10 a.m. event (ends before most Rendezvous volunteer times).
  - Let Meg know if you are interested in volunteering as a course marshal
- Green screen photo booth?
- String Theory (DSRC CIRES lunchtime jam band) will be playing somewhere.

- **Mentorship Program (Jimena)**

- The Mentoring Program met on March 11 to discuss the mid-year survey results and identified some action items.
- We are working with IT to enable anonymous feedback function so that participants can offer candid feedback.
- We will have a gathering in the Spring for participants.
- Mentors and Mentees will continue to receive suggested topics of discussion through May of 2024 and a final closing-out survey that month to receive further feedback on everyone's experience this year.
- How to appropriately give feedback when cultural differences arise. (Jimena will look into related training). The Mentoring program discussed feedback as related to:
  - Mentor/mentee relationships not working after a few meetings - what to do?

- **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.
- Performance Management (all are invited, but is focused on supervisors' duties) will be offered by Central CU HR - March 20 at 10am ([Link](#)).
  - How you communicate with employee throughout the year about positive/negative feedback
  - How to document issues with performance, route through CIRES HR first then central HR to follow-up on more serious letters that may be needed
- ASA training May 1 @ 10 am [link](#).
- [Implicit bias in the workplace training](#): April 24 10-11am. Becca Edwards, Jimena Ugaz and Lucia Harrop will facilitate. Encouraged for supervisors, hiring leads and general population. This supports the upcoming ASA cycle as well as workplace relationship building/hiring.
- Annual report for NOAA: Kari Bowen has reached out to all CIRES project leads and will communicate with them when the annual reporting comes close (May likely).

- **Honoraria (Ryan)**

- Putting together a document that summarizes the results from the informal survey for accepting and requesting honoraria, when circumstances present. CU Resources and requirements (DEPA) will be included. The final document will be presented to CIRES HR and the Administration for approval and then published on InsideCIRES as "Honoraria Guidelines".

- **Anonymous Feedback (Lucia)**

- One new entry (unpublished)
- All entered feedback can be found [here](#).
- Reminder: Anonymous feedback idea was originally a CMC project

## New Issues (not discussed this month)

*Please enter a short summary for new items you would like to bring up to the CMC here. As time allows, we will review the list and decide how the CMC can try and help.*

- (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
- Follow up Jan 2024: let’s make sure the email lists are updated and distributed to CIREs reps so no one is missing CMC communications
- ***Feb 2024: Reps should now have access to all the emails through InsideCIREs***
- *Question: Will CEEE have its own cluster? No longer main campus?*
- *Director needs to sign off on the creation of the CEEE “cluster”?*
- *We will not have more representatives, we will just make sure we are all well represented*
- ***Mar 2024: Our meeting last week was canceled due to a snow day. We will reschedule for later this month/early April.***

## Action Items

- Meg/Lucia/Aleya/others: follow-up on Main and East campus numbers division
- Aleya/Becca: follow up on health insurance query

*Meeting adjourned at 12:15 PM*