

CIRES Members Council Meeting

Minutes

Apr 15, 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#

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/ESIIL)	Tyler McIntosh	DEI chair
Y	East Campus/NSIDC	Audrey Payne	
Y	GML	Aleya Kaushik	Chair
Y	GML	Gaby Pétron	
Y	GSL	Jeff Duda	Secretary
Y	GSL	Guoqing Ge	
Y	Main Campus	Ryan Cassotto	Delegate for Executive Committee
N	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
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
Y		Melissa Aalders	Compensation Analyst
Y		Kelly Carignan	CIRES at NCEI

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Meeting called to order: 11:02 AM

Reports

- **Secretary (Jeff)**
 - No updates
- **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 at least)
- **Outstanding Performance Awards ([OPA](#)) (Agnieszka)**
 - Proposed changes to the criteria for Admin Service award. Working on language with the OPA committee.
 - CIRES comms has access to the winner folder.
 - Worked on editing language for winners with CIRES comms team.
 - Semi-open application windows throughout the year or longer nomination period?
 - Check with IT if it's an issue to open/close the portal
 - Add reminders to CIRES Admin emails periodically, then more often nearer the deadline
 - Should we add an optional "lifetime of service" award? There is an existing retirement appreciation program (certificate and small gift). Since OPAs are competitive, it seems inappropriate to make a lifetime of service award part of the OPA process (lifetime of service should not be a competitive award). But some kind of recognition would be good to include. Would need to approach Linda and Waleed to include extra slides at Rendezvous to honor retirees(-to-be). This

would include pulling back all retirees from the previous year so that everyone eligible gets their due appreciation.

- **Fellows Meeting (Yelena)**

- No update this month

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

- No Executive Committee Meeting this month (March)

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

- Next meeting is TBD

- **DEI (Tyler)**

- *[Discussion points from Becca]*

- [Culture survey now live!](#) Becca will go over at [next town hall](#): separate engagement survey from culture survey

- Culture survey is immediately anonymized. Individual responses cannot be connected to supervisors - just three large buckets of respondents identified by broad demographic category. Groups that have less than 10 won't show up on the dashboard. Only seeing survey responses; only represents 44% response rate at CIRES (second highest among CU institutes)

- Most items have improved compared to previous culture survey (~two-three years ago)

- Disability & LGBTQ+ were a bit lower, disaggregated for the first time

- Engagement survey - very team-oriented, wellness/burnout

- *[Bring back to Becca]*

- How to increase culture survey response rate in the future? Do we know how this response rate was distributed by demographic categories?

- *[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 deadline is Friday and only 34 submissions so far, please remind your clusters!!!
- [Volunteer sign up](#) sheet is open; please sign up to help.
- Changes to [CMC page text in the program](#)?
- Does CMC want to sit together at reserved tables? Yes, widespread agreement.
- We have the tent extension approved, if needed.
- Green screen photo booth cannot go in foyer. Will go in front of the Aspen Room instead.
- 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 AM event (ends before most Rendezvous volunteer times).
 - Let Meg know if you are interested in volunteering as a course marshal.
- String Theory (DSRC CIRES lunchtime jam band) will be playing in the ballroom before the event (front corner).
- List of awards that are given out at the registration table
- CMC nametags

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

- As our Spring activity, the Mentoring Program is having a gathering this Thursday at Rayback Collective. All current Mentors and Mentees are invited to attend.
- The 5th year of the Mentoring Program will wrap up at the end of May with end-of-year feedback surveys being sent out on May 1st. The committee will then meet towards the end of the month to discuss feedback and possible actions suggested in those surveys.
- Summer is the time when the MP committee fine tunes and edits communications, updates readings, and prepares for the 6th year.

- I will remain in the position of Chair and CMC Member through October of this year, when the new Chair will be selected and I will then step down from the CMC.
- **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.
 - [Implicit bias in the workplace training](#): Training on Implicit Bias: April 24 10-11 AM. 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.
 - Will not be recorded to maintain privacy
 - ASA training May 1 @ 10:00 AM ([link](#))
 - [CIRES @ NOAA Listening session](#) (04/16 at 1:30 PM) (not recorded)
 - 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”.
 - Draft GoogleDoc [here](#).
 - Next steps
 - Could use feedback/input from CMC members
 - HR / Admin review / approval
 - Post to InsideCIRES (Forms? Policies? A-Z? other?)
- **Anonymous Feedback (Lucia)**
 - One new entry (unpublished)
 - All entered feedback can be found [here](#).

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) Report from a GML CIRES colleague that the DSRC health unit is helping CIRES employees with more than first aid. The nurse commented that they recently got a new contract.
- (Aleya/Lucia) Should we have Lucia take charge of posting CMC events to the CIRES events calendar? We can keep a CMC rep (secretary) as the back-up. Do we need additional back-ups?
- Outlook vs. Google for scheduling - compatibility issues and limits on number of emails that can be added. Lucia will develop and maintain a listserv for event invites.
- (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 11:59 AM (yeah, a short one!)