

CIRES Members Council Meeting

Minutes

Jul 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
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
N	East Campus (SEEC /EarthLab/ESIL)	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	
N	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
N	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
N	ESRL	Lucia Harrop	Administrative Liaison
	CIRES Section	Guest	Role

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Meeting called to order: 11:01 AM

Reports

- New proposed CMC rep structure - voting results: 14 yes votes, 0 no votes.
 - Next step is to amend the bylaws: *“Any changes to the content or language of these By-Laws must be presented to the CMC for majority approval. After CMC approval, the By-Laws must be submitted to the CIRES Director for final approval before being enacted.”*
 - Proposed wording change: see [bylaws document](#), new footnote (#4) on page 1.
 - Note: we should change the cluster definitions and numbers in [this spreadsheet](#) too (Lucia/Meg?).
- Becca Edwards asked if CMC would like to do group norms training for our meetings.
 - I found no mention of norms in our bylaws, so I’m starting [this document](#) to gather people’s thoughts. Please add any suggestions you have for norms you think we should include/work on.
- **Secretary (Jeff)**
 - Counting absences – at what point in the meeting should someone be marked as “N” for attendance (if they arrive very late?)

- Answer: roughly half the meeting time is needed to count as having attended

- **Membership (Molly)**

- Molly: looking at membership timeline for people coming up for service. She is reviewing that.
- Sam Califf continuing as rep
- Tyler McIntosh leaving in August (Tyler was also DEI rep - does anyone else want to do this?)
- In-person lunch soon?
- Chesley stepping down, contacted folks to follow on
- Jimena also transitioning off this Fall, has contacted a replacement from Admin to join in her place

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

- Update to changes for OPA timeline
- Plan is to extend the window a bit more
- Try to get more people nominated for Science Awards
- Will work with Meg on details for website
- Aga will stay on as OPA Chair (having continuity for ~2 years makes sense)
- Suggestions:
 - Page/word count limits to make things more uniform
 - Aga will start a document to log suggestions from the CMC
 - How to account for differences in caliber/language? Maybe the evaluation side should be adapted, or we should incorporate rubric language into the submission criteria.
- Are unsuccessful nominees being notified? Yes. Feedback was mostly positive.

- **Fellows Meeting (Yelena)**

- Announcements and Updates
- Cooperative Institute Directors meeting March 21-22
- Richard Armstrong Memorial Scholarship (<https://cires.Colorado.edu/award-programs/Richard-Armstrong-memorial-scholarship>)
 - For CIRES graduate students, \$2,000
 - First winner was awarded during Rendezvous
- Call for Imperative Champions for the Strategic Plan
- IRP committee recommendations - Jose Jimenez
 - All proposals had 3 primary reviewers
 - 24 Applications Reviewed from 15 depts/labs/divisions
 - 9/11 are funded
- Discussion and vote on the revised bylaws
- Presentation and vote on Fellows reappointments
- Joost de Gouw, Lang Farmer, Jose Jimenez and Anne Sheehan are reappointed for a new 5-year term

Updates from Fellows Meeting May 6, 2024

- Katherine Siegel accepted the Environmental Data Science position and will start in August 2024.
- Departures: Carol Wessman and Matt Burgess
- The current Faculty hiring plan is for Ecology and Social Science
- A brief discussion on the possibility of changing CIRES name – from Cooperative to Colorado. Comments were made:
 - It does not show National and International collaborations
 - The CIRES acronym is important and easily recognizable
 - The majority voted in favor of changing to Colorado if allowable. The next steps would be to change the by-laws and then send to RIO for approval.
- Fellows Emeritus Appointments: Bill Neff and Veronica Vaida Fellow status changed to Emeritus
- **Executive Committee Meeting (Ryan and Meg)**
 - No Executive Committee Meeting this month
- **Chairs Report (Daniela and Aleya)**
 - ASA meetings are due - please remind your clusters that ASA ratings are required for merit increases.
 - July 5 was an Admin day - mark your leave calendar as such
 - Compensation project updates should be coming next month with changes expected to be made by Sept 1. Temper your expectations - not everyone will get a raise, salaries won't decrease for anyone.
 - Staff Council is working on the after-hours parking issue.
 - Cluster rep voted on during last CMC meeting on Mon, Jun 17. Need to amend the bylaws and approval from SMT.
 - Main campus:
 - 23 CEEE (formerly E & O) (1 rep)
 - 57 Admin on Main Campus (2 reps)
 - 46 (126 Main Campus - 80 CEEE & Admin) - however, 11 of these are post-docs and also part of the CIRES Early-Career group (CECA), so maybe more like 35. (1 rep)
 - East Campus:
 - 78 people in NSIDC (3 reps)
 - 40 people in non-NSIDC east campus (118 people in East Campus total, minus the 78 in NSIDC) (1 rep)
- **DEI (Tyler)**
 - No updates this month
 - *[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, Meg)
 - Post-Rendezvous survey went out but we've not seen the results yet
- **[Mentorship Program](#)** (Jimena)
 - New members: Becca Edwards, Han Huynh, Guoqing Ge, Jianhao Zhang.
 - We are working on testing the system. New curriculum and suggestions.
 - Mentor and mentee registration for year six will kick off again in the fall (starting in mid-September). There will be plenty of communication about it. However, if you are a supervisor, please encourage those who can benefit from the program to sign up.
(<https://ciresmentoring.colorado.edu/pages/about.php>)
- **HR programs, training and other career building opportunities** (Jimena)
 - One-on-One training for supervisors is available; reach out to [Jimena Ugaz](#) directly if interested. Always let me know when someone becomes a supervisor for the first time.
 - Compensation update from Angela Knight
 - CIRES HR continues to advance the compensation project as anticipated. "CIRES HR and Finance are meeting with CIRES unit leadership in July to share an overview of our plan, review questions, and vet our new structure. We anticipate scheduling a fall 2024 town hall update on the new compensation structure" (Angela Knight, July 8, 2024)
 - Town hall likely in September
 - Going forward, pay ranges will be consistent across CU and NOAA campus for a given position. There will be a plan to make up funds in case there is a shortage. Market analysis is part of this process, so we compare existing ranges to external input (compared to other like-

organizations - which orgs are these? We can ask for names). But not likely to match UCAR RS salaries.

- Will we get to see the comparable salary ranges for different functional titles? Need to follow up individually with the compensation analyst. There's more than just title (e.g. years of relevant experience, years since degree, seniority etc. are all factored in).
- Everyone needs to have an updated position description. If needed, out-of-cycle increases can be implemented. e.g. significant change in duties and responsibilities, on the order of 10% of your existing duties. What if it's temporary? Should be more than a few months.

● 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)

- All entered feedback can be found [here](#).

New Issues

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.

- (Lucia/Jimena) Can CMC inquire with campus leadership (not sure who that is at this exact moment) about extending the loan program to research faculty? Currently the program is only extended to tenure-track faculty. Details of the tenured faculty benefit is here: <https://www.cu.edu/treasurer/housing-assistance-programs>
- (GML) Issues with Christopherson still booking flights that violate Fly America Act, employees don't find out until they file for reimbursement.
- (Molly) Someone at NSIDC brought up to me the equity issue when early release is granted and people who are already on vacation are excluded from using those hours as vacation time.
 - Jimena will follow up with LuAnn and Angela at meeting and follow up with us

- From HR: Officially, this is a CU Systems controlled policy that CIRES HR cannot change
- *CMC recommendation: for employees to go back into the system and change their vacation hours manually.*
- Advocate for flexible ski/MTB/hike day!
 - Can get credit for volunteering duties outside of work?
 - Wellness day is available to CU employees – how do we mark this on calendars? *Take the Wellness day as sick leave.*
 - Also see FAMLl presentation on InsideCIRES under 2024 Trainings for other types of leave available to employees:
<https://insidecires.colorado.edu/hr/supervisorResources.html>

Action Items

- (Aleya) Reach out to CIRES SMT to get the new wording on the bylaws ratified [done 7/17]

Meeting adjourned at 12:13 PM