

# CIRES Members Council Meeting

## Minutes

**Aug 19, 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
Y	CSL	Siyuan Wang	
N	East Campus	Agnieszka Gautier	OPA Chair
Y	East Campus	Molly Hardman	Membership Chair
Y	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	
Y	Main Campus	Ryan Cassotto	Delegate for Executive Committee
Y	Main Campus / IT	Meg Tilton	Delegate for Executive Committee
N	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
	<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>
Y	PSL	Larry Spencer	

# Overview

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*Meeting called to order: 11:01 AM*

## Reports

- **Secretary (Jeff)**
  - No updates
- **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?)
    - Tyler has nominated Alison Post to replace him as CMC rep
    - CMC to vote on Alison as rep following her first attendance at Sept meeting
  - In-person lunch soon? Yes, but numerous potential locations were suggested. May want to avoid CU “Greek rush” crowds and eat outside to avoid COVID concerns.
  - 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](#))** (not covered; old info)
  - Update to changes for OPA timeline
  - Plan is to extend the window a bit more
  - Try to get more people nominated for Science Awards for example
  - 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)**
  - No updates, next meeting in September
- **Executive Committee Meeting (Ryan and Meg)**
  - No Executive Committee Meeting this month
- **Chairs Report (Daniela and Aleya)**
  - No meeting in July
  - Anything we should connect with Christine on?
  - Town Hall questions and clarifications?
    - Many questions and thoughts discussed about the ASA rating system and corresponding merit increase algorithms
    - There is a lot of subjectivity in the ratings across labs; CIRES leadership is discussing ways to clarify expectations and make things more objective.
      - Additional training about the rating for supervisors and supervisees would be helpful and support for discussions around expectations for different ratings.
      - Note: Not all supervisees work closely with their CIRES supervisors.
    - Per Cooperative Agreement policy, Feds are not supposed to have a say in merit raises. Note: Input from Federal Science Advisors for the ASA ratings is welcome but CIRES supervisors make the final decision.
    - If possible, it would be great to have transparency about how the merit pool is divvied up.
      - Note: CIRES employees don't get cost-of-living increases.
      - Compression at higher pay grades is not part of the merit process.
    - See CU guidelines for ratings on [ASA front page](#).
    - Other avenues for pay increases at CIRES?

- Compensation project update at Sept Town Hall.
- Calendar meeting invites - Can we do a Google & Outlook event?
  - Daniela will take care of this.
- **DEI (Tyler)**
  - CMC norms training from Becca
    - This could even just be 20 minutes
    - Seems like CMC should be leading by example, something leadership would like all teams and labs to be doing eventually.
  - August Town Hall included a new climate resilience initiative. For anyone who was there, Becca would love any thoughts you have on it (feedback, worthwhile, people's reactions, etc.).
    - Initiative is great, but we also need concrete action; e.g. concern that CIRES doesn't have a plan to address our GHG emissions.
      - Idea re. Air quality: could pay attention to ozone action days and allow flexibility in telework (in terms of both safety [smoke inhalation] and emissions)
  - ***Need a replacement for Tyler as DEI person***
  - *[Standing reminders]*
    - People can sign up for the DEI Newsletter [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
- **CIRES Rendezvous (Chuck & Kim, Meg)**
  - Post-Rendezvous survey (62 respondents)
    - Flash talks very popular (only one negative response)
    - Not much response on food
      - "A bit disappointed in the vegan option, but am grateful there was one provided. Was not as flavorful as the three other meat options provided."
      - Gaby: Vegan food was appreciated. I stood next to the table and most people were happy.
      - We need better signage for the vegan food table and to have someone there to check people who asked for this option are the ones using it as we ran out of some vegan items.
    - General positive comments on thematic areas
      - Not the best attendance in the thematic areas that were not close matches to CIRES divisions (i.e. software development)
        - 3 negative responses
        - Mix outreach posters in thematic areas?
  - Integrating Runderzvous into Rendezvous

- Need to add an additional committee member just to organize Runderzous
- Can we trade with one of the EC committee positions?

- **Mentorship Program** (Jimena on vacation, but content updated)

- New members this year are Jianhao Zhang and Han Huynh from CSL; Guoqing Ge from GSL; and Becca Edwards, CIRES Director of DEI.
- We completed system testing the system with IT; send feedback to IT.
  - Thanks all for helping the testing process.
  - All Feedbacks were addressed by CIRES IT this morning. Thumbs up for IT!
- Hilary briefed the Mentorship program in last week's Town Hall meeting.
- Sign up for mentors is 03-13 September and for mentees is 16-27 September. See <https://ciresmentoring.colorado.edu/pages/about.php> for more information.
  - Please encourage both CIRES and FED employees to participate. Feds can only participate as Mentors and we are always short on mentors.
  - You will receive reminders to sign up to the Mentoring Program.
  - For those who sign up, there is a kickoff breakfast event on Thursday 10/3 in Ekeley Atrium from 9-10 AM. Waleed will be present as will be members of the Mentoring Program Committee.
- Common idea for someone to sign up for vice chair with interest in stepping up into chair the following year
- Intense period of work for program leadership is May-September
- Elected positions becoming available:
  - Vice-Chair (currently Chesley McColl): vacant as of 9/1
  - Chair (currently Jimena Ugaz): vacant as of 11/1/2024

- **HR programs, training and other career building opportunities**

(Jimena on vacation- updated for 8/19 meeting - Lucia can cover this)

- One-on-One training for supervisors is available; reach out to Jimena Ugaz directly if interested. Always let Lucia know when someone becomes a supervisor for the first time.
  - Training Opportunities: please see [CIRES events](#) for travel seminars and Q&A sessions.
  - [Updated Guidance for Search Committees](#) September 26, 10-11 AM: Please join the CIRES Recruiting team as we discuss updates to our CIRES hiring process and valuable resources for search committee chairs and hiring teams.
  - November: [Professional Development](#): November 14, 10-11am
  - Career track and Promotion (links and date TBD)
  - Compensation analysis Town Hall in September (you should have received an invitation by now). We are also building a website with all compensation project initiatives, and timelines to be released at the town hall.

- **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 (e.g., 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](#) (please submit comments/suggestions)
  - 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.*

*Note: Please add the month when you add an issue here so we can track progress on it.*

- Any more thoughts about group norms in [this document](#)? Becca is keen to advocate for the CMC as points of contact for issues
- Does the SMT get emails from CMC reps?
- Any feedback from the Town Hall?
- (Lucia) 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 tenure faculty benefit is here: <https://www.cu.edu/treasurer/housing-assistance-programs>. Lucia heard back from the lead in the loan program office. The treasury department is in conversations about extending this benefit to non-tenure track faculty, but no specific timeline is given.
- (GML, for Aug meeting) There was an additional travel inquiry about personal travel as part of international conferences. CIRES clarified that “*If travelers want to include more personal days than business days then the majority of the trip ultimately serves a personal purpose and becomes the dominant/majority aspect of the travel.*” In this case, CIRES would pay business expenses during the days of the conference (or field work etc) but would not pay for the airfare. It is also not possible to book a one-way ticket (the business travel expectation is a round-trip ticket).
- (Guoqing, for Aug meeting) Clarification sought about (i) whether or not non-CIRES postdoc time counts towards promotion clock (ii) what if employees start in June-August timeframe and are not on the same full-year promotion clock

- (i) Christine: “This is reviewed on a case-by-case basis. We often will consider the time in other post-docs, if the work is related to the work they are currently doing”. We have requested that this language be added to the InsideCIREs promotion criteria information section.
- (ii) Christine: “anyone that close to the full-year clock can be considered for promotion, and if they have strong support from supervisors and advisors then it's usually guaranteed”. Also a reminder of this language on the InsideCIREs promotion criteria info page: *Exceptional candidates with demonstrated performance and merit can be considered for accelerated advancement through the career track. This may happen when a shorter time in a level is negotiated at hire. Other exceptional cases may be considered, but are not commonplace and typically happen if the years in a position are close to the time criteria and the nominee and the letters of support provide ample justification for this extraordinary circumstance. Applications for early promotion must be approved by the CIREs Associate Director for Science and HR, prior to formal review.*
- (Meg, for August meeting) Role of CMC, if any, in encouraging political participation on issues affecting CIREs—asking HR for guidance because there are strict laws.

*Meeting adjourned at 12:31 PM*