

CIRES Members Council Meeting

Minutes

Mar 17, 2025 11:00 AM -12:30 PM MT via Google Meet

Google Meet joining info

Video call link: <https://meet.google.com/jdk-rqpz-oem>

Or dial: (US) +1 929-260-4542 PIN: 475 076 668#

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Meeting called to order: 11:03

Reports

- **Notes (Aleya) [2 minutes]**
 - Any guests in attendance?
 - Group Norms running document to collect thoughts:
https://docs.google.com/document/d/1aDFRAP9XQT63wT04ugLefajg4_4vcnbJ/e/dit
 - We need to fill 2 Officer positions - Secretary and Delegate. Please consider stepping up!
 - Staff Council: Ginnie Hershberger and Kate Cochran (RA/PRA reps) will come chat with us on April 21. Do we have any specific questions for them?

- **Special guest speaker today: Kathleen Stutzman from the CU Staff Council**
 - <https://www.colorado.edu/staffcouncil/>
 - PRAs/RAs had no representation before this - next year they will have their own Area ("Area": based on physical area on campus where orgs are located, 3 reps for each Area)

- Frontline staff also did not have representation
- Shared governance: Boulder faculty/staff/students meet on a regular basis and brings issues to CU Administration, asked to present solutions in addition to concerns
- One example plan: making HR more proactive rather than reactive, working with the provost office to promote a healthy and safe work environment for staff
- Another example: more wireless services in dark parking areas for safety
 - Contact Staff Council with any issues related to this so they can follow up
 - Every org has a parking liaison - for CIRES this is Dan Keane (daniel.keane@colorado.edu). Usually everyone gets 3 warnings. Parking Liaison needs to help with appeals.
- Staff Council: Labor relations committee, Events and activities group, BEAM committee
- 2 ways to communicate (all communications are **public**): through email directly to Staff Council/tile in CU Resources in mycuinfo; go to Federal Transition website (bookmark this: <https://www.colorado.edu/today/federal-transition>), top of page: BuffInfo to ask questions/concerns related to the federal transition: this is also **public** but can put the request in as an ask for a friend. e.g., what do we do if ICE comes to our workplace/classroom
- Meeting dates are on the staff council page, everyone is welcome to attend

- **Secretary (Daniela) [0 minutes]**

- Looking for a Secretary replacement. We have an interested CMC member, hoping to have a new secretary next month.

- **Membership (Meg) [5 minutes]**

- Overall we are doing well with filling vacancies
- Upcoming rep replacements: Daniela will be transitioning to 50%, and CEEE rep may change. She will keep us posted.

- **Outstanding Performance Awards ([OPA](#)) (Agnieszka/Audrey) [5 minutes]**

- OPA Committee met and selected winners. Overall, the caliber of applicants was higher this year compared to last. We had 15 submissions (similar to last year but more in Science this year).
- Sent the winners to Waleed last week. Waiting for Waleed to notify the winners before sending emails to nominators and those who did not win.
- The breakdown:
 - Science: 10 awards submitted, 4 winners
 - Science Service: 4 awards submitted, 3 winners
 - Admin: 1 award submitted, 1 very deserving winner

- Total 8 awards.
- We did also let Waleed know that there were two nominations that stood out as lifetime achievement awards rather than an OPA. I wrote that these awards should really come from leadership. Waleed seemed open to this and wanted more information. So not sure what will happen with this.

- **Fellows Meeting (Adam)**
 - None (next fellows meeting scheduled Mar 19)

- **Executive Committee Meeting (Adam)**
 - March executive committee meeting cancelled; next scheduled Apr 9

- **SMT+Chairs Meeting Report (Jeff/Aleya) [1 minute]**
 - Meeting with Christine later in March
 - Reminder to attend the upcoming seminars for faculty hires (look for email invites)

- **ACI (Access and Cultural Innovation)**
 - *[Standing reminders]*
 - People can [sign up for the ACI Newsletter here.](#)
 - Encourage your groups to sign up if they want to engage with ACI
 - Invite your clusters to attend ACI trainings which are announced on the CIREs Events page, Admin News emails and the ACI Newsletter. These interactive workshops are open to everyone, and people should feel welcome to come late, leave early and engage however they can with the group. ([see CIREs events page](#)).
 - [Upcoming events](#) & initiatives
 - All ACI training information can be found on [InsideCIREs ACI](#) page

- **CIREs Rendezvous (Kim/Aly) [10 minutes]**
 - Reminder: Date for Rendezvous this year is May 15, 2025
 - Poster abstract portal open (abstracts due April 18th)
 - RSVP email coming this week
 - Waleed requested Flash Talks stay - there will be 3 this year

- How do these get selected? Flash talk presenters are solicited through our GRA or CECA program and early career researchers are asked who is interested. We tend to only get about 3 to 5 volunteers. CIRES Comms coaches and gets the presenters ready.
- ASK: CMC eyes on the CMC website, check content, etc.
 - Check for things that are out of date
- ASK: Reps please reach out to your clusters on pivotal years of service - for people who have 5, 10, 15, 20, 25 or 30 years during the May 1, 2024 to April 30, 2025 timeframe. This is a double check for Linda to make sure that none are missed, please e-mail Linda if you get any responses from your cluster.
 - Some people were missed last year
- ASK: thoughts or ideas on some sort of divisions for poster contests?
 - CIRES merch?
 - We were thinking 3 top categories for winners of all poster presentations (including GRAs) -Best Poster, Best Presentation and TBD
 - Winners can be determined by viewers at Rendezvous by voting
- Rendezvous is happening, it just looks different! (Meg)
 - Didn't get approval to rent a course at CU (funding), OSMP gave Meg a special permit! (for area behind NOAA - Skunk Canyon/Kohler Mesa/Mesa trail loop) 16 ppl at a time, staggered start planned between 9 and 11. Might be unofficial.

- **Mentoring Program (Guoqing/Hui) [5 minutes]**

- 2~3 spam emails per month from the MP website webform: <https://ciresmentoring.colorado.edu/pages/contact.php>
We want to keep the anonymous feedback channel, so we may live with the 2~3 spams per month
- We (almost) finalized an FAQ for new MP members (chairs)
- MP Training opportunities based on the mid-year survey feedback
 - two hybrid "stress reduction" workshops planned in April by Becca, collaborating with WorkWell
 - Apr 22, 2025 , Tuesday, 1-2 pm @ CIRES
 - Apr 23, 2025 , Wednesday, 1-2 pm @ DSRC
 - Webinar: Developing feedback skills (addressing nervousness when providing advice)
 - https://www.youtube.com/watch?v=q_v940RaaFO
 - A virtual training on April 4th from 1-2 pm
- Checked with Christine Okochi and made sure that the 'end-of-year' is ready to be sent on May 1st.
- Final copy of MP committee group norms
- Plan to have an in-person lunch-together meeting in May

- **HR programs, training, and other career building opportunities (Aly) [3 minutes]**

- 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.
 - Supervisor Best Practices for Employees recording and slides [here](#).
 - Performance Management will be held [March 5](#)
 - ASA 2025 is scheduled for [May 7](#)
- Link to all recordings/slides:
<https://insideciress.colorado.edu/hr/supervisorResources.html>

- **Honoraria (Ryan) [1 minute]**

- No new changes for March. It is now in CIRES Admin hands (see below).
- The most recent version can be found [here](#).
- After continued discussions/revisions with Angela Knight and Ted De Maria, and by extension Waleed and Christine, the CIRES Administration thought it would be best if this information was ultimately produced by CIRES Admin. To quote:
“Ultimately, we’ll work to create a brief guide that points to campus resources and is available in what will be an updated version of InsideCIRES. I don’t have a sense of timing, given we’re all working to navigate actions resulting from the current administration’s orders and campus; however, this will be a priority for us in the spring semester.”

- **Anonymous Feedback [1 minute]**

- 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.

- No new issues for March

Action Items

- Reminder to attend the upcoming seminars for faculty hires (look for email invites)
- CMC eyes on the CMC website, check content, etc.
 - Check for things that are out of date
- Reps please reach out to your clusters on pivotal years of service - for people who have 5, 10, 15, 20, 25 or 30 years during the May 1, 2024 to April 30, 2025 timeframe. This is a double check for Linda to make sure that none are missed, please email Linda if you get any responses from your cluster.
 - Some people were missed last year

Meeting adjourned at 12:00