

Annual Board of Directors Meeting Minutes  
December 14, 2005

Present: Jeff Dozier, Kevin Dressler, Jon Duncan, Jay Famiglietti, Wendy Graham, Rick Hooper, Praveen Kumar, Upmanu Lall, Conrad Matiuk, Fred Scatena, John Selker, Christine Shoemaker, David Tarboton, Laura Toran, Rich Vogel, Claire Welty

Call to Order: 2:38 pm EST

APPROVAL OF MINUTES  
June, 2005

Motion to Approve as Amended from Tarboton: David Tarboton  
Second: Praveen Kumar  
Approved: Yes  
Discussion: No

ANNOUNCEMENTS

1. Board of Directors Meeting is Jan. 10/11 in Washington, DC. Rich Vogel (and John Wilson, who has resigned) will retire from the Board and be replaced by Greg Pasternak (UC Davis) and Venkat Lakshmi (U. South Carolina).
  - a. Starts at 8 am on January 10<sup>th</sup> and ends at 2 pm on the 11<sup>th</sup>

REPORTS

1. Status of By-Law Revisions Voting.
  - So far, we have 91 votes, so are missing 19 votes
  - Sent out a reminder to those who did not vote so far
2. AGU Fall Meeting Feedback
  - Was the reception worth it? – Hooper
    - Was good and enjoyable and worth it – Famiglietti
    - Needs more advertisement – Tarboton
    - There is some sentiment that the AGU meeting needs to be squeezed a little bit – one suggestion has been that there are no sessions in the evening – Dozier
      - That is, one thing that hurts the attendance at CUAHSI and other meetings is sessions for other things – hard to coordinate things at AGU b/c of this
    - Try keeping CUAHSI meeting on Tuesday night only so that there is normalcy and people can plan – Hooper
      - Could hand out cards for advertising of the meeting, continue to post on website, advertise at CUAHSI booth
    - Booth
      - Hard to get an agreed coverage of booth times
      - Tough to cover all questions (i.e. more specific ones) when Rick and Jon were not there
        - Must have time committal and training to do the event that is being advertised
        - Must be more effective in execution and more formalized

- Tarboton – the booth being there is an accomplishment and shows consortium presence
      - Should be a little more modest in what we are trying to show (i.e demos)
- Welty – fine details were probably lost in the audience for the 3 science plans
- Hooper – meeting after the H34E session with CLEANER
  - Different world views of the two communities
  - CLEANER expressed they are not ready to do a joint plan until CLEANER has more time

## OLD BUSINESS

1. Observatory Standing Committee Composition. The following have volunteered to serve on the committee:

Mike Barber (Washington State Univ.)  
 Ralph Davis (Univ. of Arkansas)  
 Chris Duffy (Penn State)  
 Gordon Grant (USFS/Oregon State)  
 Ed Harvey (Univ. of Nebraska)  
 Bill Johnson (Univ. of Utah)  
 Paul Kucera (Univ. of North Dakota)  
 Venkat Lakshmi (Univ. of South Carolina)  
 Jim McNamara (Boise State Univ.)  
 Tom Meixner (Univ. of Arizona)  
 Andy Miller (Univ. of Md.-Baltimore County)  
 Andy Sansom (Texas State Univ.)

Is this a sufficiently diverse group? Any suggestions for chairs?

- Suggestions of Laura Toran, Claire Welty, Wendy Graham, Beth Boyer
- Talk to Jim Shuttleworth about HELP and what they did to get watersheds recognized as a HELP watershed – Scatena

## NEW BUSINESS

1. Adoption of Employee Compensation Package
 

CUAHSI will assume control of its human resources on January 1, 2006 from AGU at the advice of the NSF auditor. We are adopting essentially the same compensation package for fringe benefits that AGU has. We need a formal vote by the Board accepting this compensation package. We will also need action on a series of corporate policies, such as an employee handbook, in the near future.
- Hooper – there is a concern from NSF about the fringe benefit rate which is approximately 31.9%, without leave
  - Basically the same as the AGU package

Motion to Approve Fringe Benefits Package (Attached in Appendix A): Upmanu Lall

Second: Fred Scatena

Approved: Yes

Discussion: No

- 2. Other business
  - a. Regarding the NCHS document that Rick Hooper sent out: Want to use NCEAS costs as a benchmark for synthesis activities at CUAHSI
    - i. During the next review the feeling is that there will be more emphasis on proof of concept and the director's ability to guide the process through a tough phase – Hooper
    - ii. Will remoteness of location be a factor? – Tarboton
      - 1. Need clearer evaluation criteria
      - 2. RFP should clearly state how the center will relate to CUAHSI in governance structure – Tarboton
  - o Kumar – are there other models than NCEAS we should compare to?
    - Scatena – reword paragraph to not start with NCEAS but have it fall out later in the sentences – lead with a more general “hydrologists” statement
  - o Selker – not in support of the unsolicited route due to budget issues at NSF and not having enough money to do what we are currently doing anyway
    - Hooper – Doug James wants to do it this way b/c he believe that the money will be there
      - Have to ask if \$500K/yr over 3 yrs be useful? – Hooper
        - o Doug James feels that the funding will increase once in place
  - o Various discussion on whether to put this announcement out or discuss it further at the January 10-11 meeting
    - Synthesis needs to be talked about in the context of whatever else CUAHSI wants to do. May need Doug James's presence – Hooper
    - Selker – we need to discuss strategy and not announce something hastily
    - Recommend putting it off to at least after the January meeting – Hooper
    - Want NSF (James AND/OR maybe Kelz or Goldstein there at the end of the first day's meeting (can digest their comments that evening)
- ExCom is cancelled for the 21<sup>st</sup> and 28<sup>th</sup>, resumes on January 4<sup>th</sup> at 2:30 pm EST

Adjourned: 4:05 pm



## Appendix A

### Leave

CUAHSI offer employees two types of leave: annual and sick leave. Sick leave is accrued at the rate of 12 days per year (3.75 hours per pay period for exempt employees), and may be carried over from year to year. The maximum accrual of sick leave is 26 weeks. Any sick leave balance is forfeited upon retirement or resignation.

Annual leave is earned at a rate depending upon the length of tenure with CUAHSI, as shown in the following table:

<u>Year</u>	<u>Days</u>
One	12
Two- Four	18
Five +	24

### Guidelines

1. Leave will be earned on a pro rata basis in any month in which a staff member is in a leave without pay status. CUAHSI does not advance leave for any purpose and absences not covered by accrued leave will generally be treated as leave without pay.
2. New staff members earn a pro rata share of leave but may not use leave during the first 90 days of employment. Any absence during that period will be treated as leave without pay.
3. Vacation leave taken must be requested and approved in advance. Staff members are required to take a minimum of five consecutive days of vacation leave each year. 7.5 hours of leave must be taken for a day long absence, and 37.5 hours for a week long absence. Supervisors must deny leave requests that would result in less than half of the staff members in a department being present or if department responsibilities require an individual's presence due to staff size or anticipated work loads.
4. Absences due to illness must be reported to the immediate supervisor no later than 9 a.m. The staff member must keep the supervisor informed of the expected date of return to duty. CUAHSI reserves the right to require a physician's statement for absences over two days.

5. Unauthorized absences may be treated as leave without pay at the supervisor's discretion.
6. **A maximum of 20 days of leave may be carried over into a new year.** Employees are urged to schedule sufficient leave during the year to avoid forfeiting leave in excess of this cap.
7. Accrued annual leave will be paid to staff members, who have worked 90 days or more, upon separation from employment.

## **Holidays**

CUAHSI observes the following official holidays:

New Year's Day  
Independence Day  
Thanksgiving Day

Memorial Day  
Labor Day  
Christmas Day

In addition to these official holidays, on January 1 of each year staff members receive three personal days which may be taken throughout the year with supervisory approval. Personal days may not be accumulated or carried over into a new year.

## **Insurance**

CUAHSI's group health insurance consists of medical, prescription and dental through CareFirst Blue Cross Blue Shield. Life and Long Term Disability is rendered through Fort Dearborn. Staff members may elect to enroll in our PPO or HMO service plan. CUAHSI pays approximately 75% toward the health insurance benefits.

CUAHSI pays 100% of the monthly premium for life insurance. The amount of coverage provided is the staff member's annual salary rounded to the next thousand with a maximum of \$100,000.

Staff members may purchase supplemental life insurance coverage via our current carrier.

To be eligible for medical, dental and life staff must be a full time employee.

## **Retirement**

The CUAHSI Retirement Plan consists of Social Security coverage supplemented by contributions to the Teachers Insurance and Annuity Association and the College Retirement Equities Fund (TIAA-CREF). All staff members who have attained 30 years of age and one year

of service or attained 21 years of age and two years of service are eligible to participate in the CUAHSI retirement plan. CUAHSI contributes an amount equal to 9% of the participant's semimonthly salary to the TIAA-CREF program. Contributions are immediately 100% vested in the staff member's personally owned annuity contract, with the exception of the 457B plan.

All staff members are eligible upon employment to participate in the TIAA-CREF tax-deferred savings plan. Under this plan, staff members may save (defer) up to the max that the law extends for that year.

## **Long-term Disability**

CUAHSI pays 100% of the monthly premium for long term disability. You must be employed with CUAHSI for one month to be eligible for this benefit.

## **Other Benefits**

### **Flexible Spending Accounts**

CUAHSI offers Health Care and Dependent Care Flexible Spending Accounts which allows staff members to set aside pre-tax dollars to pay non-reimbursable out-of-pocket medical and dependent care expenses.

### **Transportation Program**

The CUAHSI TRIP Program allows staff members to use pre-tax dollars to pay for qualified expenses for transportation to and from work. Qualified expenses include up to \$105 per month for transit passes (metro, bus, ferry, train) or van pooling, and/or up to \$205 per month for parking expenses.

### **Parking**

CUAHSI employees have use of AGU's parking facilities. Parking in the AGU garage is available but limited, and is granted to staff members on an "as available" basis. The rate is \$71.00 semimonthly.

### **Lunchroom**

A staff lunchroom, equipped with coffee maker, refrigerator, soda machine, ice machine and microwave ovens, is located on the ground level.

### **Health Club**

All CUAHSI staff members may apply for membership at the Washington Sports Club. The initial membership period is one year. Staff members pay \$10.00 per pay period through payroll deduction.