

Colorado Cave Survey
Cave Information System Committee
December 18th 2008 meeting
Summary of meeting

Introduction

At this meeting we discussed the Coordinator jobs integral to the Cave Information System (CIS), how they will be filled, how turnover of cavers in those jobs will be managed, and links between the CIS and the current Colorado Cave Survey (CCS) structure. We are seeking to keep links between the CIS and the CCS to a minimum, so that the politics of the CCS do not hamper the CIS. However, the quality and disposition of the cavers filling the two top jobs in the CIS will be important to the CCS and so the CCS is given the responsibility of confirming candidates for those jobs. Therefore filling a the top two jobs becomes a two-step process, a nomination (coming from within the CIS) and a confirmation vote (occurring within the CCS).

The three job types and one affiliate type within the CIS would be:

1. CIS Statewide Coordinator
2. CIS Statewide Administrator
3. CIS Local Coordinators
4. CIS Associates

We decided to name cavers who are vetted through the 'release form' process described in the last report as CIS Associates. Designating these cavers as Associates of the CIS should help communicate the idea that the application can be a one-time process. A minor change was also made to the information release flow chart so that only information on the most sensitive category (class E) caves requires review by the CCS. Revised flow charts and a diagram of the organizational structure of the CIS relative to database management are located at the end of the report.

CIS Statewide Coordinator

Description: The Statewide Coordinator (SC) is the person ultimately responsible for the CIS. He or she oversees day-to-day management of the CIS and directs and organizes the Statewide Administrator and the Local Coordinators. The SC has responsibilities for releasing information and vetting CIS Associates as outlined in the flow charts. The SC promotes understanding and utilization of the CIS to the organized caving community in Colorado.

Job requirements and selection: To be qualified as a candidate for Statewide Coordinator a caver must be a CIS Associate. Cavers serving as the Chair or Vice-Chair of the Colorado Cave Survey, as the Director of the Colorado Cave Rescue Network, or as an officer in another organization that might seek data from the CIS cannot serve as the SA. A caver filling the Statewide Coordinator position is expected to serve for a minimum of five years, but there is no formal term of office. The normal means for replacing the Statewide Coordinator is nomination of a candidate by the outgoing SC followed by confirmation by a vote of the CCS. If no outgoing SC is available to nominate a replacement, the Chair of the CCS nominates the replacement. The SC can be removed from office by a 2/3 majority vote of the CCS, and if removed cannot nominate a replacement. A caver cannot simultaneously serve as the SC and as the Statewide Administrator or a Local Coordinator.

CIS Statewide Administrator

Description: The Statewide Administrator (SA) is responsible for ensuring the security and functionality of the CIS, including links between the Local Coordinators and the statewide CIS. These responsibilities will have a significant Information Technology component. The SA has no authority or responsibility for data releases.

Job requirements and selection: To be qualified as a candidate for SA a caver must be a CIS Associate. A caver filling the SA position is expected to serve for a minimum of five years, but there is no formal term of office. The normal means for replacing the SA is nomination of a candidate by the Statewide Coordinator followed by confirmation by a vote of the CCS. If no Statewide Coordinator is available to nominate a replacement, the Chair of the CCS nominates the replacement. The SA can be removed from office by a 2/3 majority vote of the CCS. A caver can simultaneously serve as SA and as an LC.

CIS Local Coordinators

Description: Individual Local Coordinators (LCs) are responsible for the implementation of the CIS system in designated geographic regions of Colorado. The LC is expected to facilitate exploration, ridgewalking, and data collection in his or her region, but is not expected to monopolize or dictate those activities. LCs should try to develop positive working relationships with cavers active in their regions, and a general understanding of caves and karst and related issues in their region. LCs are not required to live within their designated region.

LCs maintain databases of cave and karst information for their region and those databases are linked to the statewide CIS. LCs have responsibilities for releasing information and vetting CIS Associates as outlined in the flow charts. LCs promote understanding and utilization of the CIS within the organized caving community in Colorado.

Selection: LCs are appointed by, and serve at the whim of, the Statewide Coordinator. LCs must be Associates of the CIS. Cavers serving as the Chair or Vice-Chair of the Colorado Cave Survey, as the Director of the Colorado Cave Rescue Network, or as an officer in another organization that might seek data from the CIS cannot serve as LCs.

CIS Associates

Description: Associates are caver users of the CIS, they have increased access to the data contained within the CIS and are generally expected to be contributors to the CIS as well. Associates are the pool from which future Statewide Coordinators, Statewide Administrators, and Local Coordinators are drawn.

Selection: Associates are approved by a vetting process that should be relatively easy and simple for cavers who are active in the Colorado caving community. Relatively new cavers or cavers who move to Colorado from out of state will naturally receive more scrutiny. The approval process for Associates is described in the revised flow chart at the end of this report (formerly the release form flow chart). The process involves the potential Associate filling out a form to start the application process and being approved by the Statewide Coordinator and a Local Coordinator. Generally, Associates are expected to be cavers in good standing in the Colorado caving community and supportive of the goals of the CIS. If the Statewide Coordinator or any Local Coordinator

subsequently thinks that a caver's Associate status should be revoked, any one of them can bring it up for a vote among the Statewide Coordinator or any Local Coordinators. Employees of Federal or State land managing agencies cannot be CIS Associates.

Respectfully submitted,

The CIS Committee:

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Postscript: Approximately one week after this meeting Mike and Donna abruptly informed the committee by email that they would no longer participate in the planning process. Mike cited a variety of reasons, but finally settled upon the issue of whether or not cavers wanting to participate in the system would have to sign anything to become Associates. That particular issue had not been formally considered by the committee, but will be taken up at the next meeting.

The cartoon below illustrates how responsibility for data management and security will be compartmentalized in the CIS system. Local Coordinators would only manage data for their part of the state, but would share that data back and forth with the statewide database. Only the Statewide Coordinator and Statewide Administrator would have access to and responsibility for managing the entire database.

Organizational and database structure for the Colorado Cave Information System (CIS)

