# **ASSETT Advisory Board Meeting**

April 8, 2020 | 1:00pm to 2:00pm | ZOOM

**Members:**

* Mark Werner
* Sebastian Schmidt, ATOC
* Kira Hall, Linguistics and Anthropology
* David Brown, Assoc. Dean of Social Sciences and Ex Officio
* Beth Osnes, Theatre and Environmental Studies
* Janet Casagrand, Integrative Physiology
* Jennifer Lewon, Speech Language and Hearing Sciences
* Sebastian Schmidt, ATOC
* Vilja Hulden, History
* Aisha Jackson, Office of information Technology and Ex Officio
* Nathaniel Bala, Theatre and Dance
* Kavya Kannan, Political Science, Economics, and International Affairs

**Guests:**

* Angela Peters

# Agenda

**1:00 to 1:05 — Settle in** (5 mins.) — Mark

**1:05 to 1:10 — Introductions** (5 mins) — Mark.

**1:10 to 1:15 — Review/approve minutes from last meeting** (5 mins.) — Mark

* Motion to move to approve the minutes
* Approved

**1:15 to 1:25 — Announcements** (5 mins) — Mark.

* [Excellence in Teaching with Technology Award](https://www.colorado.edu/assett/2020/02/27/nominate-faculty-excellence-teaching-technology). Student and faculty volunteers needed as judges
  + Submissions are due 5/1/20. Expect 8-10 submissions.

Mark is asking for volunteers with the commitment being to review submission then rank them and send any comments back to Mark. This is not a requirement, but it is felt that this will be a good way for ASSETT to be involved and to gain visibility for our services to campus.

* Nathan and Kayya volunteer for student participation
* Beth and Jen volunteer for faculty
* Emerge 2020: IDEATE Event Canceled. Had been scheduled for May 14, 2020
  + With the remote restrictions on campus, is was determined that May 14th would not be a time when we might be returning to campus. [Blair Young](https://www.colorado.edu/assett/blair-young), who is the Innovation Catalyst for ASSETT, has taken the lead to come up with innovative ways to keep the spirit of the merge energized considering we may still be working remotely in Fall 2020. If you have ideas please feel free to share with her. [blair.young@colorado.edu](mailto:blair.young@colorado.edu)
  + Watch for an announcement sometime in the summer for more information regarding next moves.
* Student Ask Me Anything Panel
  + Jacie from the ASSETT team has been working with her students to develop a page on the ASSETT website. Please email Mark if you have something that you would like to include in the “Ask my Anything” project.
* Board members rotating off of the board this year. Need nominations for next year.
  + Mark is asking for faculty to let him know if there have been any changes to your commitment. The next meeting is in September 2020. Please let Mark know if anything changes with your availability.
    - Janet, Lisa and Jen are OK with faculty involvement
    - Vija may be traveling – this will be determined per COVID restrictions
    - Kayya and Nate are secure to return for student involvement.

**1:25 to 1:55 — Overview and approval of budget scenarios for next year** (30 mins)— Mark.

Mark shared his screen with the ASSETT Financial Statement, FY 20-FY21 explaining that the fiscal year ends June 30, 2020 creating a new budget year July 1, 2020 for 20/21 Fiscal year

Sources of Funds: are being projected with Continuing Budget Allocation, Plant Fund and Gift Fund. The Gift Fund was from an anonymous donor.

Uses of Funds includes two large outlays including

1. Staff, Grad Assistants, Undergrad Assistants and the Faculty Advisor Pay. The actual expense for Undergrad came in much lower than usual due to the physical move and COVID off campus issues where the need has not been as great causing a bit of savings.
2. Operating Costs: Syllabus Project was moved to OIT so there is some funding saved from that and GORP is also being pushed into next year with the observation and recording of faculty. Slight changes to outreach and day to day office expenses. Some $$ is also being held in case of the need to hire. The budget then comes out being robust due to multiple areas of savings.
3. The question of salary freeze was asked – and the fact that will save some $$ as well. Mark agreed and stated that he is not budgeting for raises due to the freeze. In this budget scenario there is an assumption of no raises.
4. Angela shares that we still end up with $$ in the end because of savings. Mainly due to the incubator project
5. David shares his thanks to Mark and Angela for the work they have done on the budget. Vija is happy that there is no cut to salary. With everything that is happening, a lot of students are losing their opportunity for salary.
6. Mark is asking for an approval of the budget and requests that we vote to approve. The comments are that it looks great and is clearly stated. Janet moves to approve. Sebastian seconds moving for a vote. The budget receives a unanimous vote as is and is approved.

Mark then asks for any comments/concerns from the group. The reply is a great amount of gratitude from all. Mark also shares his thanks for everyone’s involvement and for the volunteers who have stepped up to help with items today.

The meeting adjoins at 1:30pm

**1:55  Adjourn**