

NCURA Secretary Candidate Statement – Betty Rasmussen

I would be honored to serve as Secretary for NCURA Region VII. I am a Senior Compliance Officer at the Office of Contracts and Grants at the University of Colorado Boulder Campus. My responsibilities include overseeing project closeout and reporting – especially assisting PIs in navigating the complexities of online systems and understanding their reporting responsibilities to the sponsors. I monitor awards to ensure compliance with requirements and keep up to date on any new requirements by the sponsors. I assist with disclosures of international activities to sponsors. I have been a member of Boulder Campus Staff Council since 2018 and have served as co-chair of the Outreach & Events and Elections committees.

I have been a member of NCURA since 2018 and have worked as a volunteer at regional and national meetings, serving on Region VII's DEI Committee, Co-Chairing Program Committee tracks in 2022 and 2023, and contributing to the Communications Committee. I presented at the 2022 Regional meeting and will also be presenting at the 2023 meeting in Anchorage. My membership in NCURA has provided me with opportunities, knowledge, and great connections with other Research Administrators. I would like to give back to the organization by serving as Secretary.

My past experience will allow me to successfully perform the duties of Secretary. I have acted as official recorder for project management meetings at previous employers. I have served on the Board of Directors for various non-profit organizations including:

- Rocky Mountain Chorale (2019-present) serving as Secretary, Vice President and currently as President
- CAAM Chinese Dance Theater (2008-2014) – Secretary, School Show Coordinator
- Families with Children from China (2001-2003)
- Morris Park Players (1995-1997) - Treasurer
- Seattle Area Lutheran Chorale (1988-1990) – Treasurer

I am organized, detail oriented, reliable, and customer focused. If elected Secretary, I would bring the same commitment and passion that I have brought to everything I take on. I look forward to serving NCURA Region VII in this role and actively contributing to our region's growth. Thank you for your consideration.

Betty A. Rasmussen, CRA

Professional Experience

September 2015 to Present

University of Colorado-Boulder
Office of Contracts and Grants (OCG)

Boulder, CO

Senior Compliance Officer

- Review award documents to determine deliverables and due dates to ensure compliance with award requirements. Work with PIs to ensure that reports are submitted in a timely manner. Meet with PIs as needed to provide guidance on reporting requirements. Act as an authorized representative for reports requiring signature and submission by an AOR. Create templates and guidelines to assist PIs in submission of reports. Follow-up on late reports.
 - Coordinate contractual closeout of awards. Complete and submit final reports such as invention statements and release and assignment at award closeout. Coordinate with the Campus Controllers Office, the department and the PI to ensure all award requirements have been met. Maintain appropriate closeout records.
 - Assist in personnel screenings for security clearances.
 - Provide trainings to campus on compliance, reporting, Life Cycle of an Award and other as needed.
 - Act as website administrator for the OCG website. Make updates as needed. Create and update webforms that reduce administrative burden for the campus yet meet the needs of OCG. Train other web editors and other departments on webforms including incorporating DocuSign as part of the webform.
 - Act as back up for OCG Property Officer as needed.
 - Assist with international activity disclosures. Work with PIs to determine what needs to be disclosed to the sponsors of current sponsored projects.
 - Volunteer at National Council of University Research Administrators (NCURA) regional and national meetings. Assist with NCURA Region VII website updates as needed. Presenter at 2022 Region VI/VII meeting.
 - Other tasks. Support all functions of OCG Compliance including record maintenance and follow-up. Create forms as needed. Analyze data from various business systems and create metrics as needed.
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August 1991 to June 2015

ASI DataMyte, Inc.

Plymouth, MN

CMDM Coordinator

- Engineering Change Order (ECO) Administration – Part number set up, Bill of Material creation, Approved Vendor/Manufacturer input, specification creation, creation of master DVDs for software products, database updates of security key codes, and product pricing input.
- Customer Service – Issue and enter Return Material Authorizations (RMAs) to customers, provide quotes for repairs, review and process customer purchase orders, answer phones and route calls as needed.
- Buyer / Expensed Items – Work with vendors to procure expensed items needed for company operations such as computers, telecommunications equipment, printing, software, and other commodities.
- Telecommunications Administration – Oversee company phone system including call center queue programming and administration, extension set up, voicemail set up, auto attendant set up and recordings, mobile phone administration, review and costing of telecommunication bills. Experience with Allworx, Avaya (Lucent), and Norstan systems.
- ISO 9001 Coordinator – Implement and administer a quality management system (QMS) at ASI DataMyte headquarters. Act as the ISO Management Rep, train internal auditors, schedule internal QMS audits, conduct internal QMS audits, work with management team to attain continual improvement of the QMS, work with third party auditor during certification audits, communicate changes to the standard and facilitate changes into the QMS.
- Environmental Coordinator – Ensure that all federal, state, and local environmental laws are complied with, arrange for proper disposal of all hazardous waste and controlled materials, maintain facilities hazardous waste

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license, evaluate new waste streams as needed and determine proper disposal, coordinate hazardous waste training, coordinate Right to Know training, coordinate DOT hazardous materials training.

- Create online and classroom training course as needed for quality, environmental and safety.
 - Production Support – Tasks as assigned including shipping, receiving, product assembly, quality metrics, and other support of production management.
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June 1983 to April 1991

KCM, Inc.
Engineers, Architects & Applied Scientists

Seattle, WA

Engineering Administrative Assistant

- Project Assistant, West Point Project – Assisted Project Manager with administrative tasks including monitoring of project costs and budgets. Project support including correspondence, reports, and meeting minutes. Designed archive system for project records. Prepared spreadsheets and graphs illustrating project staff requirements, progress, and costs.
 - Contract Administration – Prepared project invoices. Maintained contract files. Entered and updated project cost information
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Other Relevant Experience

July 2018 to July 2023

CU Boulder Staff Council

Boulder, CO

Staff Council Representative

- Represent staff in Area 3. Attend monthly Staff Council meetings. Communicate information from Staff Council to staff. Bring staff concerns to Staff Council.
 - Serve on the Staff Council Outreach committee. Plan and execute campus-wide employee appreciation events.
 - Serve on the Staff Council Elections committee. Assisted in the revision of the Staff Council bylaws. Assisted with redefining Staff Council Areas to provide better representation of Boulder Campus employees. Assist with annual Staff Council elections as needed.
 - Acted as the Staff Council representative to the Diversity and Inclusion Summit planning committee. Act as a liaison between Staff Council and the Summit planning committee. Attend weekly planning meetings. Coordinate with staff, faculty and students in planning executing two summits per academic year. Assist with planning session including acting as a presenter/coordinator. Support the summit in other tasks as needed.
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January 2008 to July 2014

CAAM Chinese Dance Theater

Saint Paul, MN

Board of Directors / Secretary

- School Show Coordinator – Planned annual Chinese New Year school shows. Marketed program to area schools, coordinated with teachers and administrators to make arrangements for attendance including subsidized tickets for low income students, prepared and submitted invoices to schools, coordinated with theater staff to ensure safe and efficient seating of students at the performance, provided food for dancers and backstage staff during performances. In January 2014, successfully rescheduled school shows canceled due to severe weather. Coordinated change with schools, theater staff, and dancers.
- Co-Producer Annual Chinese New Year Production – Establish and monitor budget, set ticket prices to ensure profitable production, coordinate volunteers, work with printer for production of bilingual program and other promotional materials, coordinate with theater and volunteers for ticket sales, arrange meals for dancers and backstage staff during dress rehearsal and production performances.
- Assist with outreach performances. Negotiate with bus companies to provide transportation of dance company personnel to out of town performances. Track dancer outreach performances to count toward tuition credit. Perform emcee and music duties as needed at performance venues.
- Coordinate grant reporting requirements and record keeping.
- Monitor Chinese Dance Theater's voicemail and email on a daily basis. Respond to inquiries or route information to the appropriate volunteer for handling.

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- Provide minutes from board meetings. Upload relevant documents to be shared between board members to Google Docs. Provide training as need for access to Google Docs.

Sept 2000 – August 2007

Families with Children From China

Minneapolis, MN

Jane Brown Playshops - Coordinator

- Coordinate with Jane Brown to establish date of event. Arrange lodging, meals and local transportation for clinician. Negotiate a theme for Friday parent workshop with clinician based on parent input and concerns.
- Market Playshop event to FCC and wider adoptive community.
- Reserve centrally located facility for Playshop event. Arrange for necessary supplies for Playshops seminars. Provide snacks and meals for participants as needed.
- Answer questions regarding Playshops event. Address parent concerns.
- Establish budget so event is self-sustaining and required no additional support from FCC organization.

Education

1977 to 1981

University of Wisconsin – Eau Claire

Eau Claire, WI

Bachelor of Arts - Music

- History Minor
- Graduated Cum Laude

Other Education and Training

NCURA Workshop, *A Deep Dive, Hands-On Application of the FAR*

August 2019

NCURA National Meeting, Washington, DC

Certified Research Administrator

November 2019

Research Administrators Certification Council

Hazardous Waste Training

Annual (1998 to 2015)

Certificate received

Rockwell Automation / Hennepin County

Non-Profit Organization Management

January to June 2010

Certificate received

University of Wisconsin – Eau Claire

ISO 9001 Lead Auditor Training

December 1998

Certificate received

Perry Johnson, Inc.

Other Professional Experience

Foreign Influence and Engagement, Co-Presenter

October 2022

NCURA Region VI/VII Meeting

How to Talk to Stakeholders About Requirements, Co-Presenter

October 2022

NCURA Region VI/VII Meeting

Program Committee, Co-Chair for Compliance Track

2022-2023

NCURA Region VI/VII Meeting

Member of NCURA Region VII DEI Committee

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CRA Study Group Presenter

2021-2023
University of Colorado Boulder

Non-Profit Boards

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| ▪ Rocky Mountain Chorale, President (previously Vice President, Secretary) | 2018 - Present |
| ▪ CAAM Chinese Dance Theater, Director / Secretary | 2008 – 2014 |
| ▪ Families with Children from China, Member | 2001 - 2003 |
| ▪ Morris Park Players, Secretary, Treasurer / Scholarship | 1995 – 1997 |
| ▪ Seattle Area Lutheran Chorale, Treasurer | 1988 - 1990 |