

**Ancillary Unit Annual Review**  
**Reporting Period: 2022-2023**

Deadline for submission to Reporting Administrator: October 30

**This report is required by FAM 105.4 – POLICY GUIDELINES FOR THE FORMATION  
AND REVIEW OF CSUSB ANCILLARY UNITS**

**Basic Information**

Ancillary Unit's name	Center for the Study of Correctional Education
Director(s)	Dr. Alexandra Cavallaro (Director); Dr. Vanessa Ovalle F
Administrator to whom the unit reports ("Reporting Administrator")	Dr. Rueyling Chuang
Purpose and goals of the Ancillary Unit (from the original proposal or updated operating documents)	

**Advisory Board**

<p>Please list your current Advisory Board, their positions outside the Advisory Board, and their roles on the Advisory Board (if applicable)</p>	
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**Ancillary Unit Activity**

Please summarize the top three (3) accomplishments of your Ancillary Unit (AU) during this reporting period. This should highlight the substantive activities that support and advance the purpose/goals of the AU, and the relationship between the activities and the purpose/goals.

Please highlight the most significant activities of the AU that engage the community or other entities on campus, if any.

Substantive Activities undertaken by the AU during reporting period

Activity (please describe)	Funds spent	Goal advanced (and extent)

**Describe planned activities for the current academic year and how each of them will advance the purpose/goals of the AU.**

Planned Activity	Connection to Purpose

Complete the Annual Use of Funds form

	Year 1		Year 2		Year 3	
	Internal	External	Internal	External	Internal	External
Salaries	\$	\$	\$	\$	\$	\$
Assigned Time	\$	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$	\$
Supplies	\$	\$	\$	\$	\$	\$
Contractual	\$	\$	\$	\$	\$	\$
Other*	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$

*\*Other can include items such as: External Contracts, Grants, Sponsorships, Marketing and Outreach, Communications, Data Processing, Facilitates Operation, Printing, Postage*

Additional Attachments



Certification

Alexandra Cavallaro  
 \_\_\_\_\_  
 Director Name


*Alexandra J. Cavallaro*  
 \_\_\_\_\_  
 Director Signature

**Unit Reporting Person recommendation**

Name and title: Rueyling Chuang, Dean

Recommendation: **Active**

Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary.



**Unit Reporting Person Signature**

Oct 30, 2023

**Date**

Center for the Study of Correctional Education

REPORT PERIOD: AY 2022 - 2023	Internal	External
Salaries		5,053
Assigned Time		10,224
Benefits		5,010
Travel		100
Supplies		2,509
Contractual		1,000
Other*		3,452
* External Contracts, Grants, Sponsorships, Marketing and Outreach, Communications, Data Processing, Facilitates Operation, Printing, Postage		
		27,348

Includes actual expenditures from P1014 P100014 and P2096 P200060

REPORT PERIOD: AY 2023-2024	Internal	External
Salaries		5,837
Assigned Time		36,772
Benefits		15,944
Travel		6,933
Supplies		(243)
Contractual		
Other*		36,342
* External Contracts, Grants, Sponsorships, Marketing and Outreach, Communications, Data Processing, Facilitates Operation, Printing, Postage		
		101,585

Includes Act & Est expenditures from P1014 P100014 and P2096 P200060

REPORT PERIOD: AY 2024-2025	Internal	External
Salaries		
Assigned Time		
Benefits		
Travel		
Supplies		
Contractual		
Other*		
* External Contracts, Grants, Sponsorships, Marketing and Outreach, Communications, Data Processing, Facilitates Operation, Printing, Postage		
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