

# Ancillary Unit Annual Report

Deadline: October 30th

This report is required by [FAM 570 \(FSD 87-17.R5\) -- POLICY GUIDELINES FOR THE FORMATION AND REVIEW OF INSTITUTES AND CENTERS](#). The report is due by October 30th of each year. **\*\*Please make sure to sign and forward scanned signed copies of the report. Thank you.**

Basic Information	
Ancillary Unit's name	Community Counseling Center (CCC)
Director(s)	Stacy Forcino, Assistant Professor, Department of Psychology
Administrator to whom the unit reports	Rakif Mohamed, Dean, CSBS; Christina Hassija, Chair, Dep
Purpose and current goals (as approved by Faculty Senate)	<small>The CCC is not a free-standing or independent Center/Institute on campus, but an applied component of a longstanding academic program in psychology. Founded in 1973, the CCC is housed in the psychology department and is an integral component of the Masters of Science in Clinical/Counseling (MSCC) Psychology program. The CCC provides low-cost counseling services to residents of San Bernardino and surrounding communities, as well as CSUSB students, faculty, and staff. Each academic year, 12 first-year graduate students in the two-year MSCC psychology program see clients for personal and emotional difficulties in the Center (located in SB 125). The clinical service is part of the 3000 hours of direct supervised clinical experience graduate students require in their training to meet the requirements for licensure as a Marriage and Family therapist in the state of CA. The purpose and goals of the CCC are 1) to make a campus/community bridge by offering affordable counseling services to local community members, and 2) to provide a supervised clinical training experience for our MSCC psychology program.</small>

Advisory Board	
Member	Affiliation
Christina Hassija, Manijeh Badiee, Stacy Forcino, Jacob Jones, Michael Lewin, David Chavez, and Maria Santos	Tenure-track faculty members in the department of Psychology who are members of the Masters in Clinical/Counseling Psy
David Chavez	Professor, Department of Psychology and Program Coordinator, Masters in Clinical/Counseling Psychology Program, Depa
Christina Hassija and Rafik Mohamed	Department Chair and College Dean, respectively (The CCC does not have or need a true external advisory board as free-

Activities during previous academic year (2020-2021)		
Activity (please describe)	Funds spent	Goal advanced (and extent)
Provided counseling services to clients from the local community.	\$	Goal #1 (met)
Provided MSCC students with clinical training and supervised hours toward licensure.	\$	Goal #2 (met)
Provided referral services to members of the local community.	\$	Goal #1 (met)
Director screened potential clients for appropriateness for training clinic.	\$	Goal #1 and #2 (met)
Director oversaw the daily operations of the CCC and supervised the clinic assistant in clerical duty	\$	Goal #1 and #2 (met)
Director transitioned the clinic to telehealth and electronic medical records.	\$	Goal #1 and #2 (met)

Use of funds				
	Internal funds		External funds	
	Previous academic year	Current academic year (projected)	Previous academic year	Current academic year (projected)
A. Salaries	\$ 1477	\$ 2500	\$	\$
B. Assigned time	\$	\$	\$ 2 course releases	\$ 1 course release
C. Telephone/fax	\$	\$	\$ Psyc department provides	\$ Psyc department provides
D. Office supplies	\$	\$	\$ Psyc department provides	\$ Psyc department provides
E. Other <small>Professional organization me</small>	\$ 75	\$ 200	\$	\$
Total	\$ 1552	\$ 2700	\$	\$
<i>On a separate sheet, please itemize A., B., and E.</i>				

Please also describe planned activities for the current academic year:

The activities for this 2021-22 academic year will be the same as last academic year (see above), plus additional responsibilities for the clinic director. Specifically, the director will be transitioning the clinic to a new electronic medical record system for Spring 2022, which will involve learning the new software, developing new policies and procedures, and training students and supervisors. The director will also be applying to become an approved sponsor of continuing education (CE) programs for the American Psychological Association and developing workshops for 2022-23. We received grants to cover the cost of the electronic medical records system software (VETI) and the CE sponsorship application fee (Kaiser Foundation).

Stacy Forcino

Digitally signed by Stacy Forcino  
Date: 2021.11.15 13:56:11  
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Director Signature

(Co-)Director Signature

Unit Reporting Person recommendation	
Name and title: Rafik Mohamed, Dean, CSBS	
xx	Keep on active status.
	Move to probationary status.
	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

  
Unit Reporting Person Signature

11-23-2021  
Date

Educational Policy and Resources Committee recommendation (Only after 3 or 5 year review)	
	Keep on active status.
	Move to probationary status.
	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

EPRC Chair Signature

Date

Provost recommendation (Only after 3 or 5 year review)	
	Keep on active status.
	Move to probationary status.
	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

Provost Signature

Date

President decision (Only after 3 or 5 year review)	
	Keep on active status.
	Move to probationary status.
	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

President Signature

Date