

Cover Memo

Please provide a description and highlights from all previous annual reports since your last periodic review.

The Community Counseling Center was founded 1973, but there have reportedly been no previous periodic reviews completed. As far as this current director is aware, the mission and activities have been largely the same for the past 49 years. Namely, the clinic provides low-cost counseling services to members of the San Bernardino community and surrounding areas and serves as a training clinic for the M.S. in Clinical/Counseling Psychology program. In 2015, the center began providing services to child clients. In 2020, the clinic began providing telehealth.

Ancillary Unit Periodic Review
Reporting Period: 2022

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

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| Ancillary Unit's name | Community Counseling Center |
| Director(s) | Stacy Forcino |
| Administrator to whom the unit reports ("Reporting Administrator") | Christina Hassija, Dean, CSBS; Michael Lewin, Chair, D |
| Purpose and goals of the Ancillary Unit (from the original proposal or updated operating documents) | The CCC is not a free-standing or independent Center/Institute on campus, but an applied component of a longstanding academic program in psychology. Housed in the Department of Psychology, the primary purpose of the CCC is to train graduate students in the Master of Science in Clinical/Counseling (MSCC) Psychology program in the practice of clinical and counseling psychology. Since 1973, graduate students |

Advisory Board

| | |
|--|---|
| Please list your current Advisory Board, their positions outside the Advisory Board, and their roles on the Advisory Board (if applicable) | The Advisory board consists of 1) tenure-track MSCC program faculty members who make up the Department of Psychology's Clinical Training Committee (Manijeh Badiee, Stacy Forcino, Jacob Jones, Michael Lewin, David Chavez, and Maria Santos), 2) the MSCC Program Coordinator, Manijeh Badiee, and 3) the Department of Psychology Chair (Michael Lewin). |
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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) |
|---|--|----------------------------|
| Provided MSCC students with clinical training and supervised hours toward licensure. | All funds spent, including assigned time, student assistant pay, technology costs, and client parking costs supported this goal. | Goal #1 (met) |
| Provided counseling services to clients from the local community. | All funds spent, including assigned time, student assistant pay, technology costs, and client parking costs supported this goal. | Goal #2 (met) |
| Provided referral services to members of the local community and to students, staff, and faculty members. | All funds spent supported this goal. | Goal #2 (met) |

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 |
|---|---|
| <p>Provide MSCC students with clinical training and supervised hours toward licensure. We are now training students in in-person and telehealth services.</p> | <p>This is our ongoing activity, related to the primary purpose of the center.</p> |
| <p>Provide counseling services to clients from the local community. We provide in-person and telehealth services to children and adults.</p> | <p>This is our ongoing activity, related to the secondary purpose of the center.</p> |
| <p>Provide referral services to members of the local community and to students, staff, and faculty members.</p> | <p>We continue to support community members who we cannot take as clients by providing them referrals to other services. This is a service to the community, and helps build a campus/community bridge.</p> |
| <p>Continue to modernize our clinic by developing the infrastructure, policies and procedures, and curriculum to provide telehealth, keep electronic medical records, and communicate with clients virtually.</p> | <p>This activity supports our primary goal of student training, by providing training that is more relevant to the modern workforce. It also supports our goal of providing high-quality services to local community members.</p> |

Complete the Annual Use of Funds form

| | Year 1 | | Year 2 | | Year 3 | |
|---------------|------------|------------|----------|------------|----------|------------|
| | Internal | External | Internal | External | Internal | External |
| Salaries | \$ \$1,477 | \$ | \$ 2326 | \$ | \$ | \$ |
| Assigned Time | \$ | \$ 2 cours | \$ | \$ 1 cours | \$ | \$ 1 cours |
| Travel | \$ | \$ | \$ | \$ | \$ | \$ |
| Supplies | \$ | \$ | \$ | \$ 1720 | \$ | \$ 1450 |
| Contractual | \$ | \$ | \$ | \$ | \$ | \$ |
| Other* | \$ 75 | \$ | \$ 30 | \$ | \$280 | \$ 750 |
| TOTAL | \$ 1552 | \$ 2 relea | \$ 2356 | \$ 1720 + | \$ 230 | \$ 2200 |

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

Certification

Stacy Forcino

Director Name

Co-Director Name

Co-Director Name



Director Signature

Co-Director Signature

Co-Director Signature

Unit Reporting Person recommendation

Name and title: Christina Hassija, Interim Dean CSBS

| | |
|-----------------|--------|
| Recommendation: | Active |
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Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary.

The CCC provides is a valuable resource to CSUSB and the surrounding San Bernardino community. The CCC also provides wonderful training opportunities for MSCC graduate students. I appreciate the work of the center director, and associated faculty, and commend them on their recent accomplishments. This Center should remain active.

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|  _____ | Oct 31, 2022 _____ |
| Unit Reporting Person Signature | Date |