

**Ancillary Unit Annual Report**  
**Reporting Period: July 1, 2019 – June 30, 2020**

Deadline for submission to Reporting Administrator: October 30, 2020

This report is required by [FAM 570 \(FSD 87-17.R6\) -- POLICY GUIDELINES FOR THE FORMATION AND REVIEW OF INSTITUTES AND CENTERS](#). The report is due by October 30, 2020 this year. \*\*Please make sure to sign and forward scanned signed copies of the report. Thank You.

Basic Information	
Ancillary Unit's name	The Institute for Child Development and Family Relations
Director(s)	Mark D. Agars, Ph.D.
Administrator to whom the unit reports	Dean Rafik Mohamed
Purpose and current goals (as approved by Faculty Senate)	To promote the optimal development and well-being of children and families in our geographic region through the education and training of future professionals, research, and the direct delivery of services.

Advisory Board	
Member	Affiliation
Laura Kamptner, Ph.D.	Psychology
Amanda Wilcox-Herzog, Ph.D.	Psychology
Cynthia Crawford, Ph.D.	Psychology
Laurie Smith, Ph.D.	School of Social Work
Bryan Haddock, Ph.D.	Kinesiology

Activities during July 2019 – June 2020		
Activity (please describe)	Funds spent	Goal advanced (and extent)
<b>Funded Project:</b> First 5 of San Bernardino – Quality Start San Bernardino (QSSB) Project Contract Total: \$527,810	\$ 0	<b>Grant Development:</b> ICDFR Director, Mark Agars worked with CSUSB faculty including Amy van Schagen, Amanda Wilcox-Herzog and community partners including First 5 as part of a coalition to research and pursue this grant opportunity. This project supported three faculty members and approximately 20 students.

<p><b>Funded Project:</b> San Bernardino County Superintendent of Schools – Quality Start San Bernardino (QSSB) Contract Total: \$ 207,706</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> ICDFR was contracted to provide assessment of up to seventy-seven QRIS participants located with in San Bernardino County as part of the CSPP Quality Rating Improvement System block grant. This project supported three faculty members and approximately 20 students.</p>
<p><b>Funded Project:</b> Making Hope Happen Foundation – Infant Toddler Success Program Contract Total: \$ 72,000</p>	<p>\$ 0</p>	<p><u>Grant Development and Support:</u> ICDFR Director, Mark Agars and faculty partnered with Making Hope Happen Foundation to run parenting and school readiness classes at San Bernardino City Unified School District sites. During the COVID-19 state-wide shut-down, parenting classes were still offered via online. This project supported two faculty members, 15 students, and internships for over 20 students.</p>
<p><b>Funded Project:</b> San Bernardino County Superintendent of Schools – Tutoring and Assessment Contract Total: \$ 43,663</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> ICDFR was contracted to provide tutoring and assessments to Pre-K through 12<sup>th</sup> grade youths living in various shelters in the county to enhance academic skills. This project supported one faculty member and approximately 14 students.</p>
<p><b>Funded Project:</b> Kaiser Permanente Southern California Region – Early Childhood Trauma Informed Care Certificate Program Contract Total: \$ 25,000</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> Dr. Amy van Schagen was contracted to develop an Early Childhood Trauma Informed Care certificate to provide early childhood teachers and directors with knowledge, skills, and</p>

		strategies to best serve young children and their families who have experienced trauma and other adverse childhood experiences across Riverside and San Bernardino County. This project supported one faculty member.
<p><b>Funded Project:</b>  San Bernardino County Sheriff's Department – Parental Intervention Project (PIP)  Contract Total: \$ 353,698</p>	\$ 0	<p><u>Grant Development:</u>  PIP Director, Dr. Laura Kamptner works with a clinical team to provide parent education and trauma recovery to justice-involved mothers and fathers and their children at local jails through a collaboration between CSUSB and the San Bernardino County Sheriff's Department. This project supported one faculty member.</p>
<p><b>Funded Project:</b>  U.S. Department of Education – Child Care Access Means Parents in School (CCAMPIS) Program  Grant Received: \$ 300,574</p>	\$ 0	<p><u>Grant Development:</u>  CCAMPIS supports the participation of low-income parents in postsecondary education. The current CCAMPIS grant cycle was secured through the collaborative efforts of Dr. Amanda Wilcox-Herzog, Faculty Supervisor of the ITLS, Deanna Herndon, Director of Early Childhood Education Programs and Heather Moon, Assistant Director of Early Childhood Education Programs. This project supported one faculty member, 12 interns and 45 lab students.</p>

<p><b>Funded Grant:</b> College of Social and Behavioral Sciences Dean’s Office – Parent Education Certificate Program Funds Received: \$ 25,000</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> The ICDFR received funds to support the development of a Parent Educator Certificate Program through the College of Extended and Global Education. Development of the program has been overseen by Dr. Laura Kamptner.</p>
<p><b>Funded Grant:</b> Intellectual Life and Visiting Scholars Funds Received: \$ 2,000</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> Associate Director, Kelly Campbell requested funds for our guest speaker Jane Elliott who presented on Race and Racism to a crowd of over 600. Due to COVID-19 the ICDFR was able to host Ms. Elliott via a webinar to CSUSB campus members and community members.</p>
<p><b>Grant Submitted/Not Funded:</b> Vital/Expanded Technologies Initiative (VETI) Grant</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> Funds were requested to support virtual reality-based research and training for ICDFR projects.</p>
<p><b>Funded Grant:</b> Office of Community Engagement – Community Based Research Mini-Grant (BeFAST) Funds Received: \$ 5,000</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> Funds were requested to purchase psychological instruments and assessment tools for use with school-aged children participating in the BeFAST project.</p>
<p><b>Funded Grant:</b> Office of Community Engagement – Community Based Research Mini-Grant (ICDFR Social Media Campaign) Funds Received: \$ 5,000</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> Funds were requested to continue the development and assessment of the ICDFR efforts to provide COVID support to parents and families in the community through online and social media.</p>
<p><b>Grant Submitted/Not Funded:</b> Brady Grant Foundation</p>	<p>\$ 0</p>	<p><u>Grant Development:</u> Funds were requested to support a longitudinal research project assessing the impact of the Science</p>

		of Parenting parent education program.
<b>Grant Submitted/Not Funded:</b> Rise Prize	\$ 0	<u>Grant Development:</u> Funds were requested to support the development of an online platform for Science of Parenting classes.
<b>Funded Grant:</b> Weingart Foundation – IE Funders Alliance Rapid Response Fund (COVID-19) Funds Received: \$ 10,000	\$ 0	<u>Grant Development:</u> The ICDFR received funds to provide critical and timely support for parents in Riverside and San Bernardino counties in response to the COVID-19 crisis and the negative impact it will have on vulnerable people and communities.
<b>Campus Event:</b> Writers Accountability Group	\$ 6,545.00	<u>Faculty Development:</u> Biweekly Writing Accountability Group held year-round, provides faculty with distraction free time and collegial accountability to write grant applications and academic papers. During the 2019 – 2020 academic year, 46 manuscripts/articles were submitted and 29 manuscripts/articles were accepted. Approximately 37 faculty members participated.
<b>Campus Event:</b> University Center for Developmental Disabilities Intern Placement	\$ 0	<u>Campus Engagement:</u> ICDFR staff placed interns at the University Center for Developmental Disabilities from many campus departments including Psychology, Rehabilitation Counseling, Education and more.

<p><b>Campus Event:</b> Student observations and Internships at the Infant/Toddler Lab School</p>	<p>\$ 0</p>	<p><u>Campus Engagement:</u> The Infant/Toddler Lab School provided over 100 students a year the opportunity to complete observations at the center for course requirements. The ITLS also served as an internship site for 12 students.</p>
<p><b>Community Event:</b> San Bernardino County Preschool Services Department 10<sup>th</sup> Annual Conference August 20, 2019</p>	<p>\$ 0</p>	<p><u>Community Outreach:</u> ICDFR staff participated in the annual conference in order to provide community members with information regarding the center and its projects.</p>
<p><b>Community Event:</b> Children’s Network 33<sup>rd</sup> Annual Conference September 18 &amp; 19, 2019</p>	<p>\$ 0</p>	<p><u>Community Outreach:</u> ICDFR staff participated in the annual conference to offer community members with information on parenting classes provided by the Infant/Toddler Success (ITS) project. In addition, three ITS Parent Educators gave conference presentations at this event.</p>
<p><b>Campus and Community Event:</b> ICDFR Webinar Series – Maintaining Relationships During COVID-19 April 28, 2020</p>	<p>\$ 0</p>	<p><u>Campus and Community Engagement:</u> CSUSB Psychology Professor, Dr. Kelly Campbell discussed and gave suggestions for maintaining a healthy relationship and balancing work at home and time for your relationship during the COVID-19 pandemic.</p>
<p><b>Campus and Community Event:</b> ICDFR Webinar Series – Parenting in a Pandemic May 4, 2020</p>	<p>\$ 0</p>	<p><u>Campus and Community Engagement:</u> ICDFR Parent Educator and CSUSB instructor, Rhiannon Ramkissoon discussed key guidelines for families who are struggling to navigate daily life under the new restrictions requiring</p>

		family members to stay at home, share space, and home school their children.
<b>Campus and Community Event:</b> ICDFR Webinar Series – Working and Learning from Home: Finding Balance May 12, 2020	\$ 0	<u>Campus and Community Engagement:</u> ICDFR Parent Educator, Kimberly Gonzalez, discussed the many challenges of working from home while homeschooling our children under the new restrictions requiring families to stay at home due to COVID-19. This webinar was presented in Spanish.
<b>Campus and Community Event:</b> ICDFR Webinar Series – Discipline Strategies That Work May 26, 2020	\$ 0	<u>Campus and Community Engagement:</u> ICDFR Parent Educator and CSUSB instructor, Rhiannon Ramkissoon, provided helpful tips for parents on encouraging cooperation and supporting children's behavior through the usage of positive child guidance techniques.
<b>Campus and Community Event:</b> ICDFR Webinar Series – Some Things Can't Wait: Talking to Children about Racism June 9, 2020	\$ 0	<u>Campus and Community Engagement:</u> CSUSB Psychology Professor, Dr. Amanda Wilcox discussed the importance of discussing race and human diversity with young children and tips for how to best do so.
<b>Campus and Community Event:</b> ICDFR Webinar Series – Contributing During Adolescence: How to Support Youth Civic Engagement and Activism June 23, 2020	\$ 0	<u>Campus and Community Engagement:</u> CSUSB Psychology Professor, Dr. Manpreet Dhillon Brar, discussed the many benefits to youth of being civically engaged and how we can support youth activism during this critical developmental period in changing sociopolitical contexts.

<p><b>Community Event:</b> County of San Bernardino School Attendance Task Force</p>	<p>\$ 0</p>	<p><u>Community Outreach:</u> ICDFR Director, Mark Agars participated in a task force to address student attendance in San Bernardino Schools.</p>
<p><b>Community Event:</b> Quality Start San Bernardino Steering Committee</p>	<p>\$ 0</p>	<p><u>Campus/Community Engagement:</u> ICDFR Director, Mark Agars and Amanda Wilcox-Herzog served on the QSSB steering committee meetings responsible for the design, development and implementation of the Quality Rating and Improvement System in the County.</p>



Use of funds during July 2019 – June 2020				
	Internal funds		External funds	
	July 2019 – June 2020	Current academic year (projected)	July 2019 – June 2020	Current academic year (projected)
A. Salaries	\$ 54,816.15	\$ 71,500.00	\$ 532,406.06	\$ 708,277.00
B. Assigned time	\$ 33,600.00	\$ 66,700.00	\$ 41,117.32	\$ 54,798.50
C. Telephone/fax	\$ 319.99	\$ 250.00	\$ 0.00	\$ 0.00
D. Office supplies	\$ 1,539.87	\$ 2,000.00	\$ 0.00	\$ 3,000.00
E. Other	\$ 8,709.46	\$ 11,650.00	\$ 297,972.45	\$ 385,499.00
Total	\$ 98,985.47	\$ 152,100.00	\$ 871,495.83	\$ 1,151,574.50
<i>On a separate sheet, please itemize A., B., and E.</i>				

**Please also describe planned activities for the current academic year:**

The planned activities for the current academic year fall under four categories: **continued project delivery and development, seeking expanded external support, supporting faculty development, campus and community engagement.** Continued project delivery and development includes providing assessment services and developing paths to higher education for early childhood educators for Quality Start San Bernardino (QSSB), delivering cognitive training to students in San Bernardino County Schools for the BeFAST project, providing high quality early childhood education through the Infant Toddler Lab School (ITLS), and providing tutoring and support to children at two homeless shelters in San Bernardino. It also includes identifying and pursuing additional partners and/or sources of support for all projects. We will seek expanded external support for current and new projects, with a specific emphasis on federal agencies (NIH, DOE) and Foundations (Brady Education Foundation, Spencer Foundation) that focus on supporting research. Faculty development and grant support includes workshops and activities that provide faculty with skills and resources to facilitate their research, manuscript writing, and grant writing. It also includes networking and partnership building on the part of the Director in order to support faculty professional development and to support on-going contracts. Campus and community engagement refers to presentations and activities intended to enhance the academic environment for faculty, students, staff, and community members coming to campus and social media outreach to the broader San Bernardino community.

Mark J. Regan  
Director Signature

\_\_\_\_\_  
(Co-)Director Signature

Unit Reporting Person recommendation	
Name and title:	
<input checked="" type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary: The ICDF remains the most impactful ancillary unit on campus. I gladly support keeping the Institute on active status.	

[Signature]  
Unit Reporting Person Signature

January 31, 2021  
Date

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

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

<b>INSTITUTE FOR CHILD DEVELOPMENT AND FAMILY RELATIONS</b>	<b>2019/2020 Internal Expenses</b>	<b>2020/2021 Internal Budget</b>	<b>2019/2020 External Expenses</b>
<b>DETAIL OF A, B, AND E BUDGET CATEGORIES</b>			
<b>A. SALARY</b>			
Director 1.5 Months Summer Salary - Mark Agars	\$16,703.00	\$13,000.00	\$0.00
Faculty Project Leads	\$0.00	\$0.00	\$44,735.68
Administrative Support Coordinator	\$38,113.15	\$38,500.00	\$16,832.70
Administrative Support Assistant	\$0.00	\$20,000.00	\$0.00
Clinical Supervisor - PIP	\$0.00	\$0.00	\$69,050.00
Director of Intern Operations - PIP	\$0.00	\$0.00	\$90,188.85
Assistant to the Director of Intern Operations - PIP	\$0.00	\$0.00	\$43,349.15
Lead Intern Supervisor - PIP	\$0.00	\$0.00	\$7,720.00
Project Analyst - QSSB Assessment Coordinator	\$0.00	\$0.00	\$33,408.00
Project Analyst - QSSB Higher Ed. Coordinator	\$0.00	\$0.00	\$0.00
Student Assistants	\$0.00	\$0.00	\$72,779.25
Assessors - QSSB	\$0.00	\$0.00	\$96,085.00
Parent Educators - ITS	\$0.00	\$0.00	\$36,674.38
Child Enrichment Specialist - ITS	\$0.00	\$0.00	\$7,667.80
Tutors	\$0.00	\$0.00	\$13,915.25
<b>A. TOTAL SALARIES</b>	<b>\$54,816.15</b>	<b>\$71,500.00</b>	<b>\$532,406.06</b>
<b>B. ASSIGNED TIME</b>			
Mark Agars Half Time Appointment ICDFR Director	\$0.00	\$24,000.00	\$0.00
Kelly Campbell Associate Director of Faculty Development & Research 1 Reassigned Time	\$4,800.00	\$6,100.00	\$0.00
Eugene Wong 1 AY Reassigned Time (BEFAST)	\$4,800.00	\$6,100.00	\$4,800.00
Laura Kamptner 1 AY Reassigned Time (Infant Toddler Success)	\$4,800.00	\$6,100.00	\$4,800.00
Amanda Wilcox-Herzog 1 AY Reassigned Time (ITLS)	\$4,800.00	\$6,100.00	\$11,782.66
Amanda Wilcox-Herzog 1 AY Reassigned Time (QSSB)	\$4,800.00	\$0.00	\$11,782.66
Amy van Schagen 1 AY Reassigned Time (QSSB)	\$4,800.00	\$6,100.00	\$7,952.00
Amy van Schagen 2 AY Reassigned Time (WFD)	\$0.00	\$12,200.00	\$0.00
Mark Agars 1 AY Reassigned Time (QSSB)	\$4,800.00	\$0.00	\$0.00
<b>B. TOTAL ASSIGNED TIME COSTS</b>	<b>\$33,600.00</b>	<b>\$66,700.00</b>	<b>\$41,117.32</b>
<b>E. OTHER</b>			
Travel/Mileage	\$1,296.02	\$2,000.00	\$0.00
Travel/Mileage - QSSB	\$0.00	\$0.00	\$6,239.65
Postage	\$18.52	\$150.00	\$0.00
Duplicating	\$265.42	\$500.00	\$0.00
Materials and Supplies - QSSB	\$0.00	\$0.00	\$2,062.59
Materials and Supplies - ITS	\$0.00	\$0.00	\$3,516.84
Materials and Supplies - Tutoring	\$0.00	\$0.00	\$313.51
Hospitality ICDFR Events	\$584.50	\$3,000.00	\$0.00
Faculty Professional Development Workshops	\$6,545.00	\$6,000.00	\$0.00
Scholarships for WFD	\$0.00	\$0.00	\$0.00
Stipend incentives for QSSB	\$0.00	\$0.00	\$0.00
Training materials and costs for QSSB	\$0.00	\$0.00	\$22,440.86
Infant/Toddler Lab School CCAMPIS Grant	\$0.00	\$0.00	\$191,461.00
Infant/Toddler Lab School Instructionally Related Programs funding	\$0.00	\$0.00	\$71,938.00
<b>E. OTHER</b>	<b>\$8,709.46</b>	<b>\$11,650.00</b>	<b>\$297,972.45</b>