Actions agreed upon for the coming academic year (2002-2003)

1. **Succession plan.** By the end of the Fall quarter of the 2002-2003 academic year, the Center and the dean will work together to develop a succession plan for the director, since there is not currently a succession plan in place.

2. **Undergraduate involvement.** The Center recognizes that it is important for undergraduate students to become more involved in the activities of the Center for the purposes of the students’ experiential learning. In the coming year, the Center will explore ways to increase their involvement. Because of the liability issues involved, the Center will talk with the University’s legal department (Katie Butwin) as it explores ideas on how to involve undergraduates.

3. **Staff recruiting.** The Center will continue to do its own recruiting in the coming year, but requests better assistance from Human Resources in their efforts. The Center employs professional staff for clinical counseling—a different type of staff than the university is used to recruiting and hiring. The Center requests that Human Resources accommodate the special needs surrounding the recruiting and hiring of these professionals. The Center recognizes that this issue will be discussed with Academic Affairs and the Centers & Institutes Advisory Board (see university-issues section below).

4. **Managing administrative tasks.** The Center will work in the coming year to develop better time management strategies and organizational skills to help staff deal with the increasing load of paper work required by the funding sources. The Center notes that this is an ongoing challenge.

Issues for continued conversation

1. **Assistance with support infrastructure.** The Center has had difficulty in obtaining the necessary support services from the university’s support offices. This has been especially difficult with regard to PeopleSoft/accounting issues and with Human Resources/hiring issues. The Center recognizes that this issue will be discussed with Academic Affairs and the Centers & Institutes Advisory Board.

2. **Clarification of funding procedures.** The current funding strategy for the Center is influenced by historical anomalies. In particular, the Center would like to retain client fees rather than have them return to the General Revenue fund of the university. The dean and the AVP for Academic Affairs recognize the need to rationalize the funding and budgetary procedures of the university in relation to the center. The AVP will talk with the EVP for Academic Affairs about this issue so that the Center receives explanation and clarification, and possibly a revision in those procedures.

University-level Issues and Commitments
During Cycle 4, the Centers & Institutes’ individual self-studies raised several issues that have important implications for all Centers & Institutes, and which require action at the university level. These issues will be discussed in further detail at a meeting with the Centers & Institutes Advisory Board, the APRC Chair, the Associate Vice President and the Executive Vice President for Academic Affairs. Commitments and actions arising from that meeting’s discussion will be documented in a General Memorandum of Agreement for all Centers & Institutes.

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A hard copy of this document was signed by:

Center Director

Chair of APRC Subcommittee

Chair of APRC

Dean of the College

Associate V.P. for Academic Affairs

*The hard copy with signatures is on file in the Office of the Associate V.P. for Academic Affairs and is available upon request.*