DePaul University Academic Program Review  
Cycle 4: Spring 2001--Spring 2002

MEMORANDUM OF AGREEMENT – MAY 2002

Community Mental Health Center  
within the College of Liberal Arts & Sciences

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.  
   There has been nothing specific done in this regard to date.  I (Sheila Ribordy) will set up a meeting with Dean Mezey to start discussions on this matter this summer (2003).

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.  
   No statement from legal yet.  Director needs to set up a meeting with legal to articulate the concerns and legal remedies.  We did cooperate with CbSL’s Community Scholars program this year, allowing three of their scholars to work as tutors/mentors with adolescent clients.

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).  
   This is an ongoing and larger issue that the Advisory Board for Centers and Institutes needs to handle.  It is on their agenda.  As the MHC has not done much hiring (only promoting from within) this year, it has not been a salient issue recently.  Being able to do PAF’s on line will certainly help.

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.  
   Several trainings/workshops were held this year to help staff deal with these issues related to timely and thorough documentation.  As a result, our percentage of Medicaid reimbursements is much higher this year.  Accomplished, but needs every present monitoring, especially as new practicum students come into the system each year.
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.

   As mentioned above, this is an issue beyond the MHC. Again this year we had some difficulties with the outside audit not fulfilling all the State’s requirements, but that has now been handled. This seems to be an annual occurrence, partly because the state keeps changing its rules.

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.

   This has been accomplished. VP Meister and Dean Mezey have negotiated that the MHC budget will become a free-standing budget under LAS, and the MHC will have access to its client fees from now on. In fact, there was partial access given already for this fiscal year, although the transfer has yet to be made.

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.

Signed:

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Center Director                      Chair of APRC Subcommittee

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Chair of APRC                         Dean of the College

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Associate V.P. for Academic Affairs