

Centers & Institutes Directors

Minutes: May 8, 2013

C&I Directors present: Ms. Lisa Bash-Ward, Intercollegiate Athletic Institute for Sports Camps
Dr. Waleed Farag, Institute for Information Assurance
Dr. Mary Anne Hannibal, Center for Teaching Excellence
Dr. Christoph Maier, Applied Research Lab
Dr. Louis Pesci, Highway Safety Center
Dr. Michele Petrucci, American Language Institute
Ms. Jane Potter Baumer, Center for Music Teaching & Learning
Ms. Ellen Ruddock, Center for Family Business
Ms. Karen Stein, Speech, Language & Hearing Clinic
Dr. Veronica Watson, Frederick Douglass Institute
Mr. Robert Wilson, Institute for Mine Mapping, Archival Procedures & Safety

Others attending: Dr. Hilliary Creely, Asst Dean for Research, School of Graduate Studies and Research

Updates

- The Fall Semester C&I marketing grants allowed us to hire the Center for Media Production and Research, based in the Department of Communications Media, to assist seven centers with website upgrades. The website work should be completed by the end of Summer 2013.
- The Spring Semester C&I grants funded eight center projects. Dr. Creely remarked that the proposals were all excellent all were fully funded.
- We have finished the 5-Year Reviews for all centers and institutes. This process began three years ago and ended last month. There will be a one year hiatus, during which time Dr. Creely will meet with the C&I Advisory Board to discuss revisions to the review template and review procedures. The 5-Year Reviews will begin again during academic year 2014-15.
- Spring Semester 2013 C&I small group meetings did not work well; however, Dr. Creely said that one group had a good suggestions which she will follow up on. The group suggested having PASSHE legal counselor Jacqueline Morrow attend a meeting to address issues related to centers. Ms. Potter Baumer asked if this could be a system-wide meeting, and Dr. Creely said she would ask that question at the next PASSHE Grant Officers meeting. Dr. Creely plans to return to the monthly C&I director meetings next academic year.
 - Ms. Potter Baumer is in the process of activating her center and is frustrated with the options for collecting fees and disbursing payments through the university. She is currently using the Student Co-op bank, but is not entirely comfortable with that arrangement.
 - Ms. Ruddock agreed, saying that the IUP Marketplace was her only option but that she is not happy with it. Her center uses the Marketplace through the IUP Foundation.
 - Ms. Bash-Ward said her center has been using Marketplace for several years, and although she finds it to be user-friendly to customers it has been very difficult to have implemented. She works with the Bursar's Office with Marketplace.

- Ms. Bash-Ward uses CE-CI Contracts to pay employees and has been frustrated with that process also. She said that the amount of time it takes for these contracts to be processed presents a hardship to her instructors.
 - Dr. Creely said that a committee is currently working on upgrading and improving the CE-CI Contract and process.
- Dr. Creely encouraged the center directors to participate in the President's Community Engagement Survey. She sent an email to the C&I list-serve on 5/06/13 about the survey, which is being conducted by Jeff Raykes on behalf of the Office of the President. (A copy of this email is attached.)
- Dr. Creely said that the current round of budget cuts should not prevent the School of Graduate Studies & Research from supporting the C&I at the recent levels.

New Business

- Annual Reports – Dr. Creely encouraged the center directors to use the annual report as an opportunity to showcase their center's activities. The annual report template will remain the same as last year. Dr. Creely's suggestions from the meeting agenda include:
 - Imagine that the reader is not already familiar with the work of your Center or Institute-- **what would the reader need to know about your mission, history, objectives, etc to appreciate the work you do?**
 - Whenever possible, **quantify the services provided and include a several year trajectory.** For example, # clients served for each of the past 3 years, # hours of donated professional services, #students mentored, # projects completed, # workshops held, # attendees at events, etc
 - Whenever it would be helpful to convey your point, feel free to supplement your narrative with select **pictures, tables, charts, graphs,** etc
 - The "white space" on the report template is just a suggestion--you can expand it if that would help you showcase your center/institute's activities/accomplishments/etc.
 - **The table on p. 4 should be completed by every C&I;** feel free to add notes to the table to help explain your table entries
 - Reports are due via email August 30, 2013, 4:30 PM. **No late reports will be accepted.**
- Topics for Next Year's Meetings
 - Succession planning
 - Developing a new review instrument for the next found of 5-year C&I Reviews
 - Develop a new template for the C&I annual reports
 - Updates to the CE-CI Contract
 - Discussion of Marketplace and other avenues for collecting fees and disbursing payments
 - Meeting with PASSHE legal counselor about issues important to centers

Respectfully submitted,
Jean Serio