

Draft I

BLACK CULTURAL CENTER

Goals and Objectives

1975-76

November, 1975

Philosophy Statement:

should serve as

- ② The Black Cultural Center is a home for Black students, faculty, and staff and a house of hospitality for non-black persons,
- ① The Black Cultural Center is a place where people of sincere concern for humanity can meet to share one another's life experiences. It will speak to the social, psychological, and spiritual needs of Black students entering into a predominantly white institution.

Goals:

- I. The Center will provide resources and programming which will allow other minority groups to *share* ~~expose~~ their culture to the community at large, i.e., arts, music, literature, etc.
- II. The Center will provide opportunities and programs to transmit and *preserve* ~~and preserve~~ Black culture---past and present.
- III. The Center will serve the educational and cultural needs of students, members of the University community, and members of the community at large.
- IV. A The Center will be an extension of the academic experiences with special emphasis on ethnic issues.
- V. B The Center will be an educational resource center providing leadership and materials to the Community with a focus on Black people.
- IV. VI. The Center will be a social center for Blacks.

Objectives to Reach Goals:

I. The Black Cultural Center will meet the educational, social and spiritual needs of the *community it serves* clientele by providing programs *in: which might include*

- | | |
|--|---|
| 1. Film | 10. Cultural Exchange |
| 2. Drama | 11. Newsletter |
| 3. Art Displays | 12. Children's Programs |
| 4. Poetry Readings | 13. Peer Counseling |
| 5. Lectures | 14. Interpersonal Communication Skills |
| 6. Musicals <i>and Dance</i> | 15. Study Habits <i>Seminars</i> |
| 7. Workshops | 16. Personal Hygiene |
| 8. Recreation & Physical Fitness | <i>Spiritual Awareness</i> |
| 9. Cultural Exchange <i>cultural enrichment</i> | 17. Personal Counseling |

II. The Black Cultural Center will provide opportunities for interaction between the Black community and the non-black community of Iowa. This will be accomplished through implementing programs such as:

- | | |
|--------------------------|------------------------|
| 1. Speakers Bureau | 4. Library Materials |
| 2. Cultural Exchange | 5. Alumni Programs |
| 3. Religious Experiences | 6. Children's Programs |

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STAFF GUIDELINES for BLACK CULTURAL CENTER

October 29, 1975

All staff members must be aware of the following duties and obligations :

1. All staff personnel are responsible for signing in and out (by using the time sheet provided) when they are working in the center. If you are working outside of the center, please call in your hours. I cannot issue hours that are not reported.
2. There will be a "Things to Do" sheet on the front door everyday. All people who are on duty must "do" the assigned or requested tasks.
3. All material or information given to the News Media, classes and B.C.C. non-related programs, etc., must be approved by the B.C.C. director.
4. All letters, news material, or correspondence sent out in the name of the B.C.C. or relating to it, must be proof read, then approved by the B.C.C. Director.
5. If the Director or Assistant Director/Programmer is not in the business office, please keep the door shut and locked.
6. If the librarian or Assistant Aide is not in the Library to issue or check out books keep the door shut and locked.
7. There is to be no smoking in the Business office or Library.
8. No one may use the typewriter without staff permission. No one shall use the typewriter if they have not had previous typewriting experiences. The typewriter is a tool, not a toy.
9. If you smoke and use the ashtrays, deposit the ashes in the nearest waste can when completed.
10. If you use the beverage cups, please return them to the kitchen. No one should make coffee without permission.
11. Tardiness to work is being recorded for future job references.
12. All work-study contracts expire November 22-23. All contract applicants will be interviewed and evaluated, if they are seeking continued work-study employment in the center.

To fully understand the value of this format, I will take one objective and follow up.

When new staff is hired and review the goals of the Center he/she can take that particular area and outline the events that must take place. If this is done at the beginning of the year, each person will have an overall knowledge of what's going on and the Director will have full knowledge of what each person is doing and assist them when needed.

SAMPLE

I. Objectives:

To publish BCC Newsletter the third week of each month, featuring information regarding services and programs in the BCC.

A. Implementation:

1. Work Task:

The student in charge will put together a Hot Line. Staff and gather articles for a September-May issue. Submit a budget to the Director for approval.

a. Responsibility:

The student in charge of Newsletter

b. Resources:

Office staff, students

c. Completion Date:

May 15 (last issue)

September 30 (budget after first issue)

2. Work Task:

Arrange a layout schedule to be able to meet deadlines of each issue.

a. Responsibility:

Student in Charge of Newsletter

b. Resources:

Office staff, Hot Line staff

c. Completion Date:

September 10

B. Evaluation:

The first two issues will contain tear out evaluation forms checking interest of issue, helpfulness, layout of issue, and suggestions.