

The African American Cultural Center at NCSU

Progress Update

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This report describes progress to date in areas of need that were identified in recent reviews of NCSU's African American Cultural Center (AACC). Selected accomplishments in other areas are also listed.

1. Leadership

- The position of the AACC Director has been vacant since May 19, 2003, when the former director's fixed-term appointment expired. Because of concurrent transition in the leadership of the Office for Diversity and African American Affairs, it is likely that an interim AACC director will be appointed in the very near future.
- It is anticipated that a national search for the next permanent AACC director will be conducted during Fall 2003 with a new director being appointed as soon as possible, hopefully by January 2004.

2. Governance and Management

- The new AACC Advisory Council held its second meeting on April 28, 2003. Among the topics of discussion were:
 - Program plans for 2003-04
 - The need for adequate marketing of AACC programs
 - The group's committee structure
 - Progress on development of the new web site
 - The decision to add two more student representatives
 - The unit's identity and the need for a consistent graphic image
 - The need to review and make plans to revise the Advisory Council Handbook
- While the team approach to planning and problem solving is very different from the individualized method that had been utilized in the past, the AACC Management Team has continued to function effectively. The recent departure of the AACC director leaves the team without a critical member. However, joint decision-making will continue.

- It is anticipated that revisions to the AACC standard operating procedures manual will be complete by August 2003.
- Thanks to the diligent work of the program manager, office manager and facilities service coordinator, day to day office operations are continuing to flow smoothly. The physical space is neater and more inviting as a result of the removal of unnecessary files, furniture and other items. African fabric and artifacts that were historically kept in storage are now prominently displayed.

3. Programming

- 2003-04 program dates were determined by the end of March 2003. The program coordinator is working to confirm all speakers, films, tours and other events by July 1, 2003.
- A comprehensive marketing plan for 2003-04 programs will be complete by July 2003. This plan will include projected dates for designing and disseminating a master calendar that lists all of the unit's programs for the year. It will also include target dates for the dissemination of program-specific promotional materials.

4. Financial Resources

- Progress on the second floor "beautification project" was interrupted by the budget freeze that has been in effect for the past several weeks. Hopefully, the funds to complete this project will survive any budget cuts that may come with the new fiscal year.
- Grant proposals for seeking external funds were not completed as initially anticipated. This is an on-going process that will receive more attention in 2003-04.

5. Human Resources

- The most critical human resource issue right now is the AACC's need for a strong director who has the experience, skills and expertise indicated in the enhanced description that has been developed for this position.
- Interviewing for the Facility Service Coordinator position is underway and will be complete by June 16, 2003. The position will be filled as soon after July 1 as possible.

- The most important result of this year's personnel changes has been an improvement in the overall efficiency of the unit. Work is distributed more appropriately and there is a growing sense of employee satisfaction. Now that the AACC staff is larger (and growing), increased attention must be paid to issues of proper employee supervision. It is critical that job responsibilities and performance expectations are clear, particularly for employees in newly developed positions.

6. Campus and Community Relations

- Focused efforts to build coalitions have produced enhanced partnerships with the Colleges of Humanities & Social Sciences, Education and Design. The involvement of university faculty in developing and implementing AACC programs will assure the academic and co-curricular value of the unit's offerings.
- An assessment of the interests of the broader community will be developed during the Fall of 2003. In the meantime, concerted efforts are being made to design and present programs that will engage both the campus and broader communities.

7. Other Accomplishments

- Strategic planning retreat for staff
- Presentation of 21 programs including the Heritage Series, Clark Lecture and Faculty Brown Bag Colloquia
- Partnership with Center Stage featuring Rennie Harris Dance Troupe
- Collaboration with BSB and University Theatre for Pan-African Festival
- Temporary employees manual developed
- Successful implementation of new on-line system for library materials acquisitions
- New guidelines for AACC supported student conference travel
- Environment enhancement project (carpet, paint, library shelves; organization of storage spaces, unnecessary items purged)
- Membership "campaign" for African American Heritage Society
- Two additional public computer work stations obtained for library
- Internal audit completed
- Re-configuration of administrative suite
- New logo and brochure developed through partnership with College of Design

- Development of new web site nearing completion; launch date: July 1, 2003
- Transformation of ML King Cultural Festival into Youth Leadership Development Conference, to be presented in January 2004
- Selection of programmatic theme for 2003-04 with most of the calendar confirmed
- Establishment of “in-house” management of room reservation/set-up system
- Handled approximately 970 room reservations that served nearly 36,000 people
- Acquired new equipment including wall mounted dry-erase boards, compact sound system, three flat screen computers and multi-media projector