



Standard Operating Procedures Manual

Nyumburu Cultural Center, University of Maryland, College Park

Purpose

This manual describes the major programs and individuals responsible for administering the programs and services at the Nyumburu Cultural Center. Proper participation or utilization of the academic and cultural services is essential to the functionality and efficient management of our department. Moreover, adherence to procedures is also essential to the dissemination of information and organization of departmental services. Therefore, the Nyumburu Cultural Center Staff and its student-oriented staff of ambassadors are dedicated to providing students, faculty/staff, and community members with an array of edifying, dynamic, and entertaining events, programs, and opportunities. The individuals involved with implementing the requirements of this operating manual and its procedures include the following: Director, Associate Director, Assistant Director of Student Involvement and Public Relations, Assistant Director of Program Development and Advancement, and Technical Operations Coordinator. Additional important support is provided by Graduate Students and Nyumburu Student Ambassadors.

The Nyumburu Cultural Center serves as a "Home Away from Home" for students. The Nyumburu Cultural Center has enriched the University of Maryland (UMD) community with the cultural wealth of the African Diaspora for more than 53 years. This document further serves as a representation of the academic support and special programming that is conducted for the University of Maryland community of students, faculty, staff, community members, and stakeholders who utilize the services of our department. The frequency of the multifaceted programming activities and courses varies: Weekly, bi-weekly, monthly, annually, or by semester.

Scope

The scope of this Standard Operating Procedures Manual for the Nyumburu Cultural Center encompasses Departmental, Institutional, State, and Federal Procedures, Policies, and Guidelines, that apply to all students, staff, faculty, and visitors of the Nyumburu Cultural Center.

Responsibilities

- Director: Overall management, strategic planning, and oversight of the center.
- Associate Director: Handles facility reservations, student programming, and general administrative tasks.
- Assistant Directors: Oversee student involvement, public relations, program development, and advancement.
- Technical and Operations Coordinator: Manages technical aspects and operations of the center.
- Visitors and Users: Adherence to center policies and respectful engagement with all participants.

Staff

- Dr. Ronald Zeigler, Director: Contact at nyumbz@umd.edu, 301.314.7760
- Ms. Anne Reese Carswell, Associate Director: Contact at carswell@umd.edu, 301.314.7759
- Mr. Solomon Commissiong, Assistant Director of Student Involvement & Public Relations: Contact at solomon@umd.edu, 301.314.8439
- Mr. Andre Nottingham, Assistant Director, Program Development and Advancement: Contact at an@umd.edu, 301.314.1485
- Mr. Quinten Wilson, Technical and Operations Coordinator: Contact at qwilson@umd.edu, 301.314.1481

Hiring:

1. Student Assistants: Contact: Ronald Zeigler, Anne Reese Carswell, Solomon Commissiong, Andre Nottingham, Quinten Wilson
2. Graduate Students: Contact: Ronald Zeigler, Director
3. Professional Positions: Contact: Ronald Zeigler, Director
4. Employment Questions: Contact: Veronica Lewis, ODI Business Manager at vlewis1@umd.edu, tel: 301 405-1328

Procedure

- Facility Usage

The Nyumburu Cultural Center is available for reservations, featuring two conference rooms, two kitchens, two computer labs, audio-visual accommodations, and a multipurpose room. (Please see the Reservation Form in the Appendix for reference or visit the Nyumburu WebSite: www.nyumburu.umd.edu)

For reservations, contact Ms. Anne Reese Carswell., Associate Director: at (301) 314 - 7759, or email: carswell@umd.edu.

- Programming and Events

- Key Programs and Events:

1. Ronald Zeigler:

AASP298Z: Music of the African Diaspora—From Jazz to Modern Black Music (3-credits)

The goal of this course is to explore a myriad of musical traditions created by Africans in the Diaspora, especially the music of African Americans. Explorations will notably encompass the infusion of Western/Classical Music and its mixing with “Black Music.” The traditions and musical styles are related to experiences of culture, history, customs, legends, aesthetic musical forms, and the functional use of this music (e.g., Blues, Jazz, Gospel, Black Message Music, RAP, and Hip-Hop) as a cultural repository. This cultural repository has subsequently impacted American history, the arts, literature, global values, and Diaspora Studies.

Instructor : Dr. Ronald Zeigler, Contact at (301) 314-7760, or email: Nyumbz@umd.edu

Nyumburu Jazz Club:

The Nyumburu Jazz Club is a creation intended to spotlight the cultural, personal, and communal benefits of the Jazz art form. We offer people who are willing the opportunity to perform. The Jazz Club also provides serious fans an outlet to enjoy low-cost or free entertainment that is both on the college campus and off campus. We, as a proud and concerned performing group, want to increase our fellow student's awareness of Jazz, as a cultural art form, that ultimately creates an infectious culture here on campus that will perpetuate the legacy of the Nyumburu Jazz Club.

Music Director: Dr. Ronald Zeigler, Contact at (301) 314-7760, or email: nyumbz@umd.edu

Departmental Overview and Summary:

The Nyumburu Cultural Center Staff endeavors to continue providing cultural, edifying, informational, career, and student-centered programming for the UMD Campus. The Nyumburu Cultural Center Program initiatives/activities are implemented within a University of Maryland (UMD) Landscape that encompasses the following topical and critical dimensions and challenges:

- Adapting to a shifting national enrollment and new departmental state budgetary formula, resulting from a change in self-support status.
- Strategies for equitably serving the emerging majority of students (i.e., Black Students of the African Diaspora, and other ethnicities).
- How can the Nyumburu Cultural Center and its staff engage with new developments in student participation, teaching and learning, and student support?
- Strategies to lead departments such as the Nyumburu Cultural Center to student-friendly academic support services and scheduling.
- Ways to create a departmental culture and shared practices supporting student success among faculty, staff, and the students themselves.
- Opportunities to leverage campus resources to help departments (e.g., Graduate School, African American Studies Department, Judge Alexander Williams Jr. Center for Education Justice and Ethics, Office of Diversity and Inclusion, etc.) foster their communities of students, staff, and faculty.

2. Anne Reese Carswell:

- Annual Student Welcome (New, Transfer & Returning Students, Fall Semesters):

Each year 5,000 to 6,000 new freshmen and transfer students enroll at the University of Maryland, College Park. As we endeavor to offer supplemental support for students of color, specifically students of the African Diaspora, the Nyumburu Cultural Center sponsors an Annual New Student Welcome. Purposed with the intent of developing accessible support networks for our students, the New **Student Welcome** is an informal introduction to student life outside the classroom and provides opportunities for extracurricular involvement. With food, music, giveaways, and returning student involvement, new students have received an extended orientation to alternative social programming and Nyumburu's varied resources, since August 1998.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Black Explosion Newspaper:

HAS PROVIDED NEWS FOR THE BLACK COMMUNITY SINCE 1968.

Under the leadership of the Nyumburu Cultural Center, The Black Explosion Newspaper strives to serve as a staple of Black culture in the University of Maryland Black community that connects news and culture. We strive to put our fresh and challenging information primarily, but not exclusively for the Black community.

The Black Explosion Newspaper: <https://www.blackexplosionnews.com/>

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7760, or email: carswell@umd.edu, <https://www.blackexplosionnews.com/>

- Nyumburu Black Graduation Walk and Reception:

Retention of Black students in higher education has been an evolving issue that warrants critical attention. Like many students of color, black students often identify financial aid as a major barrier to college completion.

Therefore, as a staff and department, we deem it necessary to celebrate our graduates with a ceremony and dinner. The ceremony includes a keynote address, musical presentation, and prayer, and each senior is presented with a Certificate, Kente Stole, an Alumni Pin, and a Nyumburu Pin.

Families and friends are encouraged to attend. This festive occasion celebrates both undergraduate and graduate students.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Black History Month Kickoff & Closing: (Annual Events)

In 1926, the efforts of Dr. Carter G. Woodson led to the recognition of Black History, as "Negro History Week" which would later become "[Black History Month](#)." Although Blacks have had a sustained presence in the United States and have represented a critical mass in the labor force, African-American history was and still is marginalized in terms of mainstream academic scholarship and in some cases celebration. Therefore, Black History Month has become a time for concentrated immersion in the culture and heritage of the African Diaspora. As a department focused on promoting cultural edification and personal awareness in all students, especially students of the African Diaspora, we celebrate Black History 365 days a year. However, in commemoration of Dr. Carter G. Woodson and our ancestors, the Nyumburu Cultural Center sponsors an annual Opening and Closing reception for Black History Month. We have had our programs to include speakers: Dick Gregory, and Obi Egbuna for the Closing Ceremony. We also featured performances by the Nyumburu Jazz Club and others since 1972.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- CAMP SHULE (Summer Program K-12th):

Nyumburu Camp Shule (Shule-Swahili word meaning School). Camp Shule combines the fun, friendships, and adventure of camp with the excitement of intellectual inquiry and discovery.

Camp Shule is an eight-week summer enrichment camp where youth between the ages of 4 and 17 years explore academic, artistic, and recreational interests in a relaxed, and creative environment. Campers participate daily in academic sessions that refresh and review reading, math, writing, and computer literacy skills. In addition to in-class workshops, campers take field trips to local museums and leisure sites.

Camp Shule provides an opportunity for youth to explore academic, artistic, and athletic interests in a relaxed and creative environment. Camp Shule encourages a lifelong, love-of-learning with a combination of the best aspects of traditional camps close friendships, activities, and adventure with an element of intellectual inquiry and exploration. Camp Shule is based on the fundamental belief that children are good decision-makers, and make choices about their daily schedules which builds self-confidence, independence, and maturity. Camp Shule started in June 1998. with 17 campers.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Gospel Happy Hour:

As a staff and community invested in the growth and safety of our students, the University of Maryland strives to create living and learning environments that protect our students and nurture their interests. Accordingly, the Nyumburu Cultural Center consistently endeavors to provide alternative social programming that engages students in personal development and creative expression. Gospel Happy Hour is one of the programs established for students who seek holistic (e.g. Spiritual, Social, and Personal) fellowship in a safe alcohol-free environment. Gospel Happy Hour features a live band and student performances that range from song, poetry, comedy, skits, icebreakers, stepping, and liturgical dance. Furthermore, students can practice peer ministry by using the creative arts to share their testimonies and stories of inspiration.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- The Literature Conference:

For most authors, embarking on the journey to write/publish a book can be a long and tedious process. In a literary world where many authors are still employed full-time while in pursuit of their creative goals as writers, gathering information about copyrights, graphic design, layout, printing, and marketing is often challenging. Therefore, the Literature Conference is designed to consolidate the publishing and marketing process for those who seek to publish material and the companies that publish their work. With panels and workshops that cover multiple aspects of the publishing process, local/national authors, literary agents, and publishing houses participate in the conference and share their literary work and knowledge. Workshops include legal issues in publishing, self-publishing, Christian fiction, fiction, nonfiction, and promotions. This year's conference featured author and publisher Jessica Tilles, and University of Maryland Alumnus, Vikki Bell.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Sisterhood of Unity and Love (S.O.U.L):

SOUL- Sisterhood Of Unity & Love is a student group geared towards the development and betterment of Black women. With two main aims: Aim to make each other feel comfortable, satisfied, and confident with ourselves; The aim is to create cohesive bonds with the Black women in our community. There is a three-step process, the first step is Private Victory-loving self, the next step is Public Victory- unifying with thy sister, and the third step is Renewal-branching out. Focus on topics such as nutrition, family, self-determination, finance, entrepreneurship, image, etc, and are always looking for more topics. The plan is to branch off

into churches and high schools. SOUL group is sometimes described as an alternative to joining a sorority membership is not limited, everyone is welcome, the only qualification is that you have a free and open mind and are willing to change for the better!

Mission:

We as Sisters of Unity and Love are devoted to our black female community, we want to provide them with the opportunity to learn, know, appreciate, and understand our culture and our everyday experiences.

Goals:

- Give our sisters an opportunity to make a connection and develop a sisterhood, eliminate the excuse of not knowing everyone or the feeling of disconnect.
- Expand our sister's minds and inform them of the issues that are affecting our community through knowledge, and experience.
- Focus on the importance of unity and understand why loving our sisters and developing a bond will be the only way to effectively commence change.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- **The Maryland Gospel Choir: MUSC 329E (1 - Credit)**

In 1975, a small group of students united to fill a cultural void left by the Pomojo Ebony Choir on campus by organizing the "University of Maryland Gospel Choir," which later became the "Maryland Gospel Choir" under the leadership of Mr. Edward Duffy and student directors. The choir members were able to earn 3 credits per semester through the African American Studies Program. A year later in 1976, **Mr. Richard Smallwood** became the first professional Director. In 1979, the choir made the Nyumburu Cultural Center its home.

In October 1981, **Ms. Valeria Foster** became the new director. Under her direction, the choir recorded its very first cassette tape, "Jesus Loves Me," and a CD, "Taste and See." Ms. Foster served as the Director of the choir for 15 years.

In 1996, **Mr. Dewayne R. Gregory** became the new Director and Instructor of the choir until 2005. Under Mr. Gregory's directorship, the choir shared the stage with recording artists such as Hezekiah Walker, Maurette Brown Clark, Viola Bradford, Isaiah Thomas, and comedian Bill Cosby, as well as, recorded a CD entitled "Worthy To Be Praised." Mr. Gregory is a composer, songwriter, and arranger. Under his leadership, the choir has had an eclectic genre that reached the audience.

In the fall of 2005, **Mr. Jarrett Baker** became the Director. For many years, Mr. Jarrett Baker assisted Mr. Gregory on the piano, organ, and keyboard, as well as, wrote and arranged songs on the choir's CD. The choir grew and flourished under his direction. By the fall of 2008, Mr. Baker

accepted a full-time musical position and **Mr. Dewayne Gregory** resumed the directorship of the Maryland Gospel Choir until the fall of 2016.

In the fall of 2016, **Mr. Mitchell D. Fleming**, a vocal coach, pianist, organist, trombonist, and Director took the helm of the Maryland Gospel Choir. Mr. Fleming is known for his high energy, commitment to Christ, and dependability as a loyal servant. Mr. Fleming has performed all over the United States, Bahamas, Austria, Africa, France, and Germany. He is the former Director of the Jarvis Christian College Concert Choir where they have performed for the Rosa Parks 45th Commemorative Celebration in Montgomery, Alabama. Mr. Fleming has established a great rapport with the choir and they have grown tremendously under his leadership.

Ms. Anne Reese Carswell, the Associate Director of the Nyumburu Cultural Center, has served the choir since 1981. She is a chartered member of the Maryland Gospel Choir and serves as the faculty advisor and instructor of record. Ms. Carswell's support has been instrumental in the choir's success.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Shades of Harlem (Performing Arts Ensemble):

Shades of Harlem Performing Ensemble is a campus-based performing arts troupe created by the leadership of the Nyumburu Cultural Center to support and expand upon the mission of the Harlem Renaissance and Black Arts Movement. Standing on the shoulders of Carter G. Woodson, Paul Robeson, Zora Neale Hurston, Langston Hughes, Claude McKay, Augusta Savage, Countee Cullen, Alain LeRoy Locke, Alvin Ailey, The Last Poets, Gil Scott Heron, Amiri Baraka, June Jordan, Harry Belafonte, Sidney Poitier, Cicely Tyson, Ruby Dee, Ntozake Shange, Sonia Sanchez, James Baldwin, Nikki Giovanni, and all who write for liberation, progress, and uplift.

The goal of reestablishing the organization is to create mixed media stage productions that highlight critical discourse of modern socio-cultural contexts. The troupe will be inclusive of all manners of thespians including visual artists, multi-genre dancers, poets, actors and actresses, writers, vocalists, and emcees. Casting will be conducted to recruit a core group of performers, and open calls will be used to acquire crew and additional talent as needed.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Pre-Kwanzaa Celebration:

Kwanzaa is an African-American celebration that honors the heritage, accomplishments, and culture of the African Diaspora. Conceived by Dr. Maluana Karenga in 1966, this seven-day celebration is designed to raise cultural awareness among African Americans, while encouraging community fellowship and self-determination. Based on the Nguzo Saba [seven principles of Kwanzaa Umoja (Unity), Kujichagulia (Self-Determination), Ujima (Collective Work and

Responsibility), Ujamaa (Cooperative Economics), Nia (Purpose), Kuumba (Creativity), and Imani (Faith)] it begins on December 26th and lasts for seven days until January 1st. Each year, over fifteen million people around the world celebrate Kwanzaa, The Nyumburu Cultural Center joins in the celebration by hosting a one-day celebration that commemorates the principles of Kwanzaa, by uniting the campus and surrounding community through dinner, song, dance, libation, and a candle lighting ceremony. Moreover, as a staff, we endeavor to intertwine the center's mission with the Nguzo Saba infusing its mission into our programming and philosophy for student involvement.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- NewsBreak:

The "NewsBreak" current events dialogue series was initiated to encourage the expression of critical thought and leadership through engagement in a facilitated discussion, that gauges and challenges individual responses to recent events in the global, and national, and campus community.

This is a new Nyumburu Program and is designed to appeal to both commuter and residential students. NewsBreak offers light refreshments to students who are on the go but are looking for a place to have lunch, meet new people, and expand their worldview on topics related to civic engagement, popular culture, campus diversity issues, politics, health, and student leadership.

Intended Audience of the Program: At present, NewsBreak is geared toward undergraduate residential and commuter students. Students will be identified throughout the campus to promote diversity and inclusion. However, in the upcoming year, we would also like to encourage participation from more graduate students, campus staff, and faculty as well. At the present time, we have one regular faculty, one graduate student, and four regular staff members who participate in the weekly discussions. NewsBreak started on September 21, 2016.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- Miss Unity Scholarship Pageant:

The Pageant started in 1978 as Miss Black Homecoming Queen. The Miss (Black) Unity Scholarship Pageant was established in the Fall of 1979 as a continuation. As an extension of Nyumburu's ongoing programmatic efforts, The Miss Unity Scholarship Pageant seeks to promote the culture of the African Diaspora facilitating unity among students, and highlighting the talent, poise, and intellect of contestants. More importantly, the Miss Unity Scholarship Pageant functions as another corridor to leadership providing young women with an opportunity to showcase their talent, network in the community, and advocate for a platform to raise

socio-political awareness on campus and in the broader community. Many of our contestants have gone on to successfully compete in the Ms. College Park Pageant, the Miss Maryland Pageant, the Miss America Pageant, the Miss Nigeria Pageant, the Miss Black America Pageant, the Miss USA Pageant, and other local pageants. Thus, The Miss Unity Scholarship Pageant continues to be a rewarding event for the contestants, corporate sponsors, sponsoring organizations, and audiences.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- JUKE JOINT:

Juke Joint (formerly 'Third Thursday') Spoken Word and Poetry Slam -- Juke Joint is an alternative social program designed to encourage student development and extracurricular involvement under the premise of creative expression. Juke Joint incorporates poetry, vocal performances, live bands, and DJs. Juke Joint has evolved into an evening of cultural engagement and free expression. The Juke Joint's open mic format allows students and artists to introduce topics that are stimulating and diverse. Accordingly, the stage becomes a forum for dialogue driven by political rhetoric, social anxieties, and artistic freedom. Generally, there are 250 – 350 students who attend the monthly event. At the special Homecoming Juke Joint, there were 900 student attendees, which was the maximum capacity.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

- I-Speak Nyumburu:

iSpeak Nyumburu. This is an informative platform where Nyumburu staff and students will engage with students, departments, faculty, staff, administrators, politicians, and community leaders to highlight their work, achievements, and its impact in the area, and to promote Nyumburu programs.

For further information please contact Ms. Anne Reese Carswell, Associate Director: (301) 314 - 7759, or email: carswell@umd.edu

3. Solomon Commissioning:

- Leadership Series:

The Nyumburu Leadership Series is an ongoing program that occurs once a month throughout the entire academic school year. The Leadership Series is geared towards ameliorating students' overall Leadership Skills by providing them with a variation of leadership ideologies and

philosophies in an effort to allow them to formulate their own. It is also geared toward providing the students with factual information under the precept that an effective leader is a well-informed leader.

For further information please contact Mr. Solomon Comissiong, Assistant Director of Student Involvement, and Public Relations: at (301) 314-8439, or email: solomon@umd.edu

- **Nyumburu Media Collective/ Initiative:**

The Nyumburu Media Initiative has two primary foci, a Visual/Flim Media component and a Radio/Audio component.

This project has enabled students to utilize an online radio platform, and a digital video camera to express themselves, as well as to report on issues that are important to them. They ameliorated their overall research skills in order to garner news from around the globe. This past year the students completed two documentaries, one on food and eating habits, the other on the issue of police brutality. This program continues to grow throughout the years to come. The radio phase of the project has already garnered thousands of consistent listeners.

The websites are <https://www.blogtalkradio.com/unitv-radio> & <https://www.youtube.com/unitvmedia>.

At the end of the year, students participated in a panel discussion centered on various social issues and what their solutions are to these issues. This dialogue was filmed and uploaded onto YouTube. The students did an outstanding job of articulating themselves and displaying a comprehensive understanding of various issues.

For further information please contact Mr. Solomon Comissiong, Assistant Director of Student Involvement and Public Relations: at (301) 314-8439, or email: solomon@umd.edu

- **Nyumburu/BMI Health Initiative:**

The mission statement for the BMI program is:

"The Black Male Initiative (BMI) Program is dedicated to the establishment of brotherhood, scholarship, and retention of black males at the University of Maryland. BMI has a commitment to promote the uplifting and empowerment of Black men."

The BMI program was created in 2005 by Hank Rawlerson, Raheem Dawodo, Ronald Zeigler, and Solomon Comissiong. The goal of the program was to connect Black male students with Black male faculty and staff here at UMD as a means to improve retention rates and induce progressive leadership skills. However, the program has grown to be much, much more than that.

Within the next few pages, you will find the agenda for each of the meetings we have this past academic year.

One of the special events that I set up for the BMI program for the past couple of years was a symposium on the State of Black Boys/Men in America. We (The Nyumburu Cultural Center's Black Male Initiative Program) invited scholars and community activists to attend and present on some of the best practices and/or research you have done regarding black men/boys, and the issues they face. Our hope was to have each invited individual present for 30 minutes on their research/program/initiative and how it could be applied and supported in more communities. Parents, families, and Black male students (of all levels) were in attendance. We wanted this symposium to be entirely solutions-oriented, constructive, and geared around an "it takes a village" understanding. This is going to be a great event to network and build with other academics, scholars, activists as well as community members. The symposium drew in close to 100 people.

For further information please contact Mr. Solomon Comissiong, Assistant Director of Student Involvement and Public Relations: at (301) 314-8439, or email: solomon@umd.edu

- BMI-Nyumburu Health Initiative Workshops:

These workshops are designed to teach students about healthy living lifestyles (i.e., Alcohol Awareness, nutritional benefits of proper eating and drinking, and time management strategies for academic success) and the benefits of healthy living. Weekly exercise activities are scheduled during the academic semester where students and staff participate in structured routines designed to maintain a healthy weight and body mass. Also, nutritional videos detailing the benefits of healthy eating and living are an essential component of the program. Normally, there are 6 – 12 students who regularly participate in this weekly program.

For further information please contact Mr. Solomon Comissiong, Assistant Director of Student Involvement and Public Relations: at (301) 314-8439, or email: solomon@umd.edu

- Nyumburu African Cultural and Political Education Workshop (NACPE):

These Workshops are designed to teach students about African History and the historical movements/ leaders that have impacted the African continent (e.g., Colonialism, African Political Leaders, Pan-Africanism, Cultural and Political Movements). Students also have an opportunity to participate in fundraising and community service projects (i.e., Improving reading literacy, Health Inequities and disparities, and Political Leadership Styles) that benefit the children of developing and underdeveloped African nations. Normally there are 15 – 20 students who participate in this popular weekly program.

For further information please contact Mr. Solomon Comissiong, Assistant Director of Student Involvement and Public Relations: at (301) 314-8439, or email: solomon@umd.edu

4. Andre D. Nottingham:

- Nyumburu Alumni Flashback: Capturing the history and legacy of Black Terps

Nyumburu Cultural Center's Assistant Director, Program Development and Advancement is embarking on a project to connect current UMD Black undergraduates with the history and legacy of UMD Black Terps from the past by conducting a series of interviews. Student Ambassadors will be working with the Assistant Director of Program Development and advancement and other journalism students and the goal is to set up and conduct interviews with UMD Black Terps to recapture the experiences, and significant moments, and connect current UMD undergraduates with the perspectives and insight through interviews. Our Student Ambassadors and Nyumburu Assistant Director have already reached out to gain access to the utilization of equipment for interviews from the Media Lab in McKeldin Library.

This is an initiative to re-establish connections with UMD Black Terps with the focus on updating them about what is happening at the Nyumburu Cultural Center, and how they can contribute towards helping current UMD undergraduates to graduate.

Specifically, Connecting the Bridge is an initiative focused on connecting UMD Black Terp Alums with our current UMD undergraduate students. The goal is to help current UMD undergraduates learn the history and legacy of black students at UMD.

The outcomes that we are looking to achieve include mentoring; networking; internships and career pathway opportunities. As the group evolves, the plan is to host sessions, meetings, and events with various themes/topics. We plan to have UMD Black Terps to invest their time and financial resources to assist and support the current UMD undergraduates.

Nyumburu has established the following funds: a Capital Campaign Fund; Scholarship Fund; and Programming Fund. You can find additional information about the Nyumburu Funds at: www.nyumburu.umd.edu and Choose Giving at the top right of the page.

University of Maryland Annual Giving Day – held on the second Wednesday in March each year.

What is Giving Day? – Giving Day is a one-day fundraising event on the second Wednesday in March each year for all members of the University of Maryland community. Students, Faculty/Staff, parents, friends, and alumni are invited to join the largest day of giving because Terps support Terps. The goal is to raise critical funding and engage our community to advance the mission of the University of Maryland.

Giving Day Umd: <https://giving.umd.edu/giving/index.php>

Nyumburu Cultural Center Programming Fund:

<https://giving.umd.edu/giving/fund.php?name=nyumburu-cultural-center-programming-fund>

Nyumburu Cultural Center Capital Campaign Fund:

<https://giving.umd.edu/giving/fund.php?name=nyumburu-cultural-center-capital-campaign-fund>

Nyumburu Cultural Center Scholarship Fund:

<https://giving.umd.edu/giving/fund.php?name=nyumburu-cultural-center-scholarship-fund>

Nyumburu Outreach for Black Local Excellence (NOBLE) – The Assistant Director, Program Development & Advancement has conducted the research and initiated this program in an effort to support and assist the work of the University of Maryland Undergraduate Admissions office. NOBLE is designed to establish a mentoring program that would compensate current UMD undergraduate students to return to their former high schools in Prince George’s County or neighborhood schools to mentor prospective students. Historically, the UMD Undergraduate Admissions office has experienced challenges recruiting and attracting Prince George’s County Top High School students.

The NOBLE project would consist of structured virtual mentoring sessions bi-weekly. The write-up and calendar for the project is available upon request. Funding for the NOBLE project has been submitted to the Spencer Foundation, Employ Prince George’s, and the Prince George’s County Council in 2023.

Grant Research – Grant Watch is a subscription tool that helps to identify grant-funding opportunities from a variety of sources (corporate, foundation, federal & state). Research is conducted on a weekly basis attempting to connect funding opportunities with the mission and objectives of Nyumburu Cultural Center.

Internal University Development Resources – Black baud is a UMD University Relations tool that Nyumburu Cultural Center has been granted a license to utilize this tool to research UMD Alumni to identify those with a giving history along with demographic information with their net worth. This tool ranks prospective donors based upon their history of giving at UMD. A database has been established to identify UMD Black Terps and this roster has been utilized to make contact with alumni during the University of Maryland Giving Day event in March each year.

For further information please contact Mr. Andre D. Nottingham, Assistant Director, Program Development and Advancement: (301) 314-1485, or email: an@umd.edu

5. Quinten Wilson:

Purpose: Overview of the day-to-day operations as it pertains to the Technical and Operations Coordinator for the Nyumburu Cultural Center.

Context: Building security and maintenance reporting fall under the purview of the Technical and Operations Coordinator. Scheduled events throughout the week require setup and configurations of Room (i.e., table and chairs) setups as well as Video and Audio configurations. Must maintain all facets of technology as it pertains to Nyumburu Cultural Center's staff, students, and visitors. Designated Non-Capital Assets (DNCA) required an asset management specialist for the Nyumburu Cultural Center.

1. Configuring (Multipurpose Room) venue details.

- Contact and confirm the venue schedule for the Multipurpose Room.
- Configure Multipurpose Room with furniture, A/V arrangement, and Technical requirements of sound, lighting, and video capabilities.
- Adhere to scheduled events on weekdays or weekends as directed by the Director and Associate Director.

2. Building Maintenance and security.

- Responsible for documenting and reporting all facets of building issues to UMD building Maintenance as needed.
- Maintain security aspects of multiple digital camera systems for Nyumburu Cultural Center interior and exterior points of access.
- Directly and indirectly communicate and facilitate projects with in-house and outside vendors.

3. Maintain computer upper and lower computer labs to DIT standards.

- Make sure PCs and Macs are accessible and functional for student use.
- Responsible for imaging for PCs and iMacs as needed.
- Make sure all PCs and iMacs Operating Systems and software are up to date.

4. Staff PC operations and configurations to DIT standards.

- Make sure all staff PCs are functioning as required for daily operations.
- Troubleshoot and resolve all computer-related issues as well as printing.
- Assist and train staff when needed as it pertains to new or updated software and technical equipment.

5. Designated Non-Capital Assets (DNCA) Inventory Specialists for Nyumburu Cultural Center.

- Responsible for asset management for all capital and non-capital equipment.
- Manage Documentation and tagging of all computer-related equipment and assets over \$5,000 per DIT guidelines and requirements.
- Responsible for proper decommissioning of all assets' capital and non-capital equipment per DIT guidelines and requirements.

For further information please contact Mr. Quinten Wilson, Technical and Operation Coordinator: (301) 314-1481, or email: qwilson@umd.edu

- Community Engagement

-The center actively engages in outreach initiatives to involve the broader university community and has partnerships with various local schools and community groups. Specifically, the Nyumburu Cultural Center will extend its vision to contribute to the goals and objectives of the Office of Diversity and Inclusion (ODI), as established by the Vice President of Diversity and Inclusion.

Office of Diversity and Inclusion: <https://diversity.umd.edu/>

Nyumburu Cultural Center: <https://nyumburu.umd.edu/>

- Safety and Security

University of Maryland Facility Management: <https://facilities.umd.edu/>

UMPD Website: <https://www.umpd.umd.edu/>

- All participants and visitors are expected to adhere to safety guidelines and report any concerns to the Nyumburu Cultural Center's Management.

Training and Competence

UMCP University Human Resources: <https://uhr.umd.edu/#>

- New Employees: <https://uhr.umd.edu/new-employees/>

Office of Diversity and Inclusion Website: <https://diversity.umd.edu>

- New staff undergo an onboarding process.

- Continuous training on cultural sensitivity, event management, and community engagement is provided to Nyumburu Cultural Center Staff via workshops, committees, webinars.

Review and Revision

-The SOP is reviewed bi-annually by the director, Nyumburu Cultural Center Staff, and key stakeholders to ensure compliance and enforcement of policies and procedures.

-Feedback from the university community will be collected to inform any necessary revisions.

References:

University of Maryland Facility Management: <https://facilities.umd.edu/>

RISK Management for Camps & Youth Programs: <https://essr.umd.edu/about/risk-management/camps-and-youth-programs>

Nyumburu Cultural Center: www.nyumburu.umd.edu

Appendix:

NYUMBURU CULTURAL CENTER SPACE RESERVATION FORM

Please TYPE or WRITE legibly and submit to:
 Nyumburu Cultural Center 4018 Campus Drive College Park, MD 20742
 Bldg. #232 Suite 1120 Phone: (301) 314-7759 Fax: (301) 314-0383
carswell@umd.edu www.nyumburu.umd.edu
 All Checks must be made payable to University of Maryland

Date Submitted: _____
 Applicant's Fax #: _____
 Applicant's KFS #: _____

RATES

Student Organizations
 CR: \$75/hr Weekdays (2 hours) | \$200 weekends (2 hours)
 MR: \$100 weekdays (2 hours) | \$200 weekends (2 hours)
 \$300 when school is not in session
 All Dinners w/tables, chairs & use of Kitchen
 \$250 During Semester (4 hours)

On Campus Departments
 CR: \$100 Weekdays | \$150 weekends (4 hours)
 MR: \$300 weekdays | \$400 weekends (4 hours)
 After 4 hours, \$60.00 per hour.

Off Campus Groups
 CR: \$150 Weekdays | \$250 weekends (4 hours)
 MR: \$550 weekdays | \$600 weekends (4 hours)
 After 4 hours, \$60.00 per hour

Co-sponsorship with Departments & Student groups, will be charged the highest price. **Additional Requests** require additional charge.

***FOOD MUST BE PURCHASED FROM A LICENSED VENDOR**
 (grocery stores etc...) or a licensed Caterer*

All events open to the public must have a licensed caterer and have a Temporary Food Service Permit from the Prince George's County Health Department for a single day event. Should be received 14 days prior to event for regular fee. There is a late fee after 14 days for Health Department permit. All Alcohol must be approved by the Campus Catering Department.

After 5pm on Friday is considered Weekend.
 *** Extra time is allotted for set-up and break-down ***

Any Reservation made within 7 days will be charged an extra \$50.00 *SET UP FORM IS REQUIRED*
Drop-Off: 4149 Fieldhouse Drive-Parking Lot BB in the back of Nyumburu

PART I – SPONSOR INFORMATION: Must be TYPED or PRINTED legibly by Applicant

Applicant's Name/Title: _____ Org./Dept. _____
 Event Title/Description: _____ Phone #: _____
 Local/Campus Address: _____ Email: _____
 Co-Sponsor Name/Organization (if applicable): _____
 EVENT DATE: _____ SPACE DESIRED: _____
 Actual Event Time: _____ to _____ Hours Reserved: _____ to _____ Setup/Breakdown Time: _____ to _____ (Please put AM/PM with Time)
 Expected Attendance (#): _____ Band/DJ: _____ Admission Charge: _____
 Speaker/Topic: _____

Open to (check): Members Only Members/Guests Campus Registrant Public ALL

PART II – SPECIAL REQUIREMENTS: (To Be completed by Reservation Officer)

Concessions Permit: Yes ___ No ___ Food: Yes ___ No ___ Catering/Health Permit: Yes ___ No ___ Equipment Fee: _____
 Other Requirements: _____

AGREEMENT – To be read and understood by the sponsoring organizations at the time of application

The sponsoring group requesting space is financially responsible for all charges for services or damages to facilities or equipment. Permission to use the space on the date and time indicated herein is granted based on information provided. Any changes must be confirmed with the Nyumburu Cultural Center Reservation Officer to maintain the reservation. Final signature by the applicant indicates the willingness to abide by all federal, state, and local laws and regulations of the University of Maryland. The University reserves the right to terminate immediately the privileges for use of the facilities of any individual and/or group, which refuses to comply with University regulations, or which permits conduct considered detrimental to the best interest of the University. The Nyumburu Cultural Center Reservation Office also reserves the right to change space assignments as necessary. ***After 7 days from submitted date refund will be 50% for ALL. A \$50.00 cancellation fee will be charged after submitted date (\$25.00 cancellation charge for student organizations).** Nyumburu Cultural Center and its staff are not liable for equipment or personal belongings left in the Center. **ALL Alcoholic Beverages** must be approved through UM Catering.
 All payments must be made 5 days after submitted date or Reservation will be cancelled. Please contact carswell@umd.edu FIVE DAYS prior to your program.

PART III - SIGNATURE

*Signature of Applicant _____ Date: _____
 *Signature of Nyumburu Reservation Officer: _____ Date: _____

Events are Confirmed once signed by the Nyumburu Cultural Center Reservation Officer.
 Student organizations may not reserve space for non-registered student groups, departments, or any off-campus groups

8/17/18

SUBMISSION:

Student organization members, individual UMD Students, faculty and staff, and community members are required to submit & complete a space reservation form. Approval is granted by the Reservations Officer or Director of the Nyumburu Cultural Center.

Undergraduate Appointment Letter:



University of Maryland
Nyumburu Cultural Center
Nyumburu Building #232
4018 Campus Drive
College Park, MD 20742
(301) 314 – 7758
www.nyumburu.umd.edu

Undergraduate/ Appointment Letter

Dear :

We are pleased to offer you an hourly paid appointment in Nyumburu Cultural Center within the Office of Diversity & Inclusion at the University of Maryland, College Park. This appointment is subject to the provisions of this letter, and the policies, rules, and regulations governing employment and student conduct can be found at the following website:
<http://www.president.umd.edu/policies> .

Unless sooner terminated in accordance with this agreement, the term of this appointment shall be undergraduate hourly paid, beginning September 25, 2023 and ending May 22, 2024. Should you complete your program before this contract ends, your end date will be adjusted to your graduation date. You will be paid at the rate of \$00.00 per hour. At the discretion of the University, this appointment may be renewed by written agreement.

You shall report to **Nyumburu Staff Person** , Nyumburu Cultural Center 4018 Campus Drive, College Park MD 20742

Your responsibilities will be:

- Provide administrative support to visitors, students, faculty and staff as needed.
- Assisting with monitoring and observing guests that enter Nyumburu
- Assisting with the maintenance, monitoring and upkeep of the Nyumburu Cultural Center and multipurpose room, P level, restrooms.
- Set up and break down before and after Nyumburu programming events
- Assisting with planning, coordinating, and technical preparation duties pertaining to Nyumburu programming and activities
- Distributing information via social media to ensure community participation during virtual events sponsored by the Nyumburu Cultural Center. Assist with communication and marketing efforts.
- Assistance with weekly and annual Nyumburu programs
- Mandatory attendance with all Nyumburu programs with the exception of class. Student workers are to contact their direct supervisor if they will be absent.
- Other duties as assigned.

To be compensated for your effort, you will be responsible for completing an online Time/Leave Record prior to the bi-weekly deadline for each pay period. The link to the time record is:
<https://was-3.umd.edu/phvertimeentrymenu/menu>

As an hourly paid employee, this appointment is not eligible for any benefits, including health insurance or paid leave. You agree to provide the University, upon request, evidence of employability as required by United States immigration laws.

The terms and conditions stated above constitute the entire agreement between you and the University.

Ronald Zeigler
Dr. Ronald Zeigler

Date

Offer Acceptance:

Student Employee

Date

Graduate Student Appointment Letter:



University of Maryland
Nyumburu Cultural Center
Nyumburu Building #232
4018 Campus Drive
College Pak, MD 20742
(301) 314 – 7758

www.nyumburu.umd.edu

DATE

Graduate Student Hourly Appointment Letter

Dear :

We are pleased to offer you a graduate student hourly appointment in the Nyumburu Cultural Center within the Office of Diversity and Inclusion at the University of Maryland, College Park.

This appointment is subject to the provisions of this letter, and the policies, rules, and regulations of the University of Maryland and the Graduate School, which are all herein incorporated by reference. *Federal Law prohibits international students from working more than 20 hours per week while classes are in session; international students working (20 hours) are therefore ineligible for overload assignments during the Fall & Spring semester.* Based on your visa status, you are not permitted to work more than twenty (20) hours during any single week while classes are in session or more than 40 hours per week during Summer and Winter semester. For this hourly paid appointment, you are not permitted to work more than twenty (20) hours during any single week without approval.

Unless sooner terminated in accordance with this agreement, the term of this appointment shall be Graduate Assistant, hourly beginning September 1, 2023 and ending May 22, 2024. Should you complete your program before this contract ends, your end date will be adjusted to your graduation date. You will be paid at the rate of \$00.00 per hour. At the discretion of the University, this appointment may be renewed by written agreement.

You shall report to **Nyumburu Staff Member** in the Nyumburu Cultural Center, 4018 Campus Drive, College Park MD 20742.

Your responsibilities will be:

- Provide Technical and Administrative support to Nyumburu Staff, visitors, students, faculty and staff as needed.
- Assisting the Director of the Nyumburu Cultural Center with technical assignments related to student programming, staff development, interdepartmental services, and campus involvement.
- Assisting with monitoring and observing guests that enter Nyumburu
- Set up and break down before and after Nyumburu programming events
- Assisting with planning, coordinating, and technical preparation duties pertaining to Nyumburu programming and activities
- Distributing information via social media to ensure community participation during virtual events sponsored by the Nyumburu Cultural Center. Assist with communication and marketing efforts.
- Assistance with weekly and annual Nyumburu programs; e.g., NewsBreak, iSpeak Nyumburu
- Mandatory attendance with all Nyumburu programs with the exception of class. Student workers are to contact their direct supervisor if they will be absent. Work for twenty hours per-week.
- Other duties as assigned.

To be compensated for your efforts, you will be responsible for completing an online Time/Leave Record prior to the bi-weekly deadline for each pay period. The link to the time record is: <https://phr.umd.edu/phrtimeentrymenu/menu> .

As an hourly paid employee, this appointment is not eligible for any benefits, including health insurance or paid leave. You agree to provide the University, upon request, evidence of employability as required by United States immigration laws.

CAMP SHULE

JOB DESCRIPTIONS

Camp Assistant Director/Administrative Assistant:

As an assistant director/ administrative support to Camp Shule, the individual will provide administrative support for all aspects of the camp program. These duties include but are not limited to the following: ensure parents receive daily notices and updates, allowing them to stay abreast of pertinent issues that are camp-related. He or she will also assist with the coordination and logistics of all field trips. This person shall be responsible for receiving all monies given to Camp Shule and keeping a record of financial activities. The assistant director will complete the following duties on a daily or weekly basis:

- Assist with the management of Camp Shule's oral and written communication
- Serve as a liaison between the parents, campers, and Camp Shule personnel
- Receive, record, and maintain a record of any and all monies designated for use by Camp Shule
- Compose and produce daily updates and weekly newsletters to keep parents abreast of important issues within the camp
- Assist with the coordination and logistics for all camp field trips, both on and off campus, ensuring parents, counselors, and campers all are aware of vital information.
- Complete all other administrative tasks designated by the camp director

Academic Coordinator:

As academic coordinator, this person will be responsible for academic portions of the summer camp, Camp Shule. With this position, the person will develop innovative ideas for lesson plans for children of all ages, ranging from elementary to high school levels. He or she will be responsible for ensuring the production, or purchase of, any items necessary for the lesson plan. Finally, this person will supervise the counselors in the teaching of these programs during the academic times of the camp. The academic coordinator will complete the following duties on a daily or weekly basis:

- Explore new methods and strategies for counselors (teachers) to convey lesson plans throughout the course of academic sessions at Camp Shule
- Ensure that all lesson plans are specific for various age and learning levels, using a scale of elementary to high school discipline.
- Gather all necessary materials for lessons and determine if they will need to be produced or purchased
- Present outline or proposal of lessons campers are expected to receive through these academic sessions
- Supervise counselors (teachers) throughout the academic portion of the camp, serving as a liaison between counselors (teachers) and camp director.

Camp Counselors:

Camp Shule Counselors are responsible for classroom instruction, workshop facilitation, and grade/age-based supervision. Counselors work with the academic coordinator to co-plan, teach, coordinate, and carry out daily recreational activities according to the camp schedule. Counselors are expected to chaperone campers on field trips and monitor students on bathroom and lunch breaks. Camp Counselors report to the Head Counselor and Camp Director.

Student/Counselor Ratio:

Camp Shule` strictly observes a 10 :1 student to counselor ratio

Counselors should keep a running tally of the number of students/campers under their supervision

All staff is expected to request permission from the academic coordinator (s) prior to leaving a Supervised Camp Shule` Activity or designated Camp Shule` Area/Space. Camp Counselors should stay with their groups at all times. Never leave a camper unattended. Counselors should be aware of their assigned camper`s whereabouts at all times. Therefore, each counselor should be sure to complete an attendance roster for the students assigned to their supervision. Noting times that students sign out or transition to other sessions throughout the day. Rosters are put in counselor folders in the kitchen.

On field trip days, Counselors should take attendance at least 5 times on field trip days:

1. Prior to departure
2. While in-route to destination
3. When everyone reaches the destination
4. When preparing to depart from the field trip destination.
5. When everyone returns to the Nyumburu Cultural Center

Unless otherwise stated, there should be two camp counselors per group at all times.

Students/Campers should be escorted to and from the bathroom. Campers taking classes or having lunch in other buildings should never leave a designated area without a chaperone nor should they be left, unsupervised, in a hallway or breezeway as a means of redirecting or correcting inappropriate behavior.